



Library Director III

Job Specification
Classification: Competitive
Series: Professional Library

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position in the city library serving a population of between 25,000 and 50,000. The work involves planning, directing, and administering library operations in accord with broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of other library personnel. The incumbent does related work as required.

EXAMPLES OF WORK ACTIVITIES: (Illustrative only)

- Develops long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;
- Reviews, develops, and implements policies for the operation of the library;
- Reviews and/or develops new procedures for library services;
- Recommends necessary library services to the Board;
- Oversees the provision of services offered by the library to ensure efficient and effective implementation;
- Administers personnel policies and prepares and/or reviews performance evaluations of staff members;
- Recommends appointments, transfers, promotions, dismissal, and staffing patterns of personnel;
- Conducts staff meetings to plan and coordinate library activities;
- Prepares service plan and submits proposed budget to the Board;
- Directs and supervises the expenditures of library funds and the collection of library revenues;
- Recommends and administers policies on the purchase of library materials;
- Coordinates library program operations with other departments providing support services in areas such as personnel, legal, financial, public works, and data processing;
- Represents the library at community and group meetings;
- Interacts with governmental agencies and community groups in seeking financial resources for the library;
- Recommends and administers public relations programs;
- Keeps informed of professional developments and attends professional meetings

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Comprehensive knowledge of library administration practices; comprehensive knowledge of modern library organizations, procedures, policies, aims, and services; thorough knowledge of modern principles and practices of library science; ability to carry out library policies; ability to prepare the library budget and monitor expenditures; ability to train and supervise library staff; ability to exercise leadership and motivate others; ability to comprehend users' needs quickly and accurately; ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community; ability to express ideas clearly and effectively both orally and in writing; ability to read and comprehend written material; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

Graduation from a college or university accredited by the NYS Board of Education or American Library Association to grant degrees with a Master's Degree in Library Science and six (6) years of professional library experience, two (2) or more years of which have been in an administrative capacity.

SPECIAL NECESSARY REQUIREMENT:

Eligibility for a New York State public librarian's professional certificate at the time of application.
Possession of certificate at time of appointment.

City of Watertown
Flower Memorial Library
| Retyped 04/03
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