

Civil Division: Dunham Public Library  
Jurisdictional Class: Competitive  
EEO Category: Administrators  
Adopted: 02/07/12

### **LIBRARY DIRECTOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is chief administrator in the Library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. The incumbent performs related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;

Supervises the work of library unit heads and administers personnel policies;

Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;

Reviews and/or develops policies for the operation of the library;

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

Reviews and/or develops new procedures for library services;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and professional materials.

Conducts staff meetings;

Represents the library before governmental agencies and community groups in seeking financial resources for the library.

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**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of library administration practices; comprehensive knowledge of modern library organizations, procedures, policies, aims and services; comprehensive knowledge of modern principles and practices of library science; thorough knowledge of applications of computer technology to library operations; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to evaluate situations, meet people easily, and work effectively with other community groups or government agencies; ability to read and comprehend library research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

**MINIMUM QUALIFICATIONS:** A Master's degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices; **AND** six (6) or more years of professional library experience, two (2) or more years which must have been in an administrative capacity.

**SPECIAL REQUIREMENT:** Eligibility for a New York State public librarian's professional certificate at the time of application. Eligibility would be two (2) full-time years experience as a professional librarian. Possession of certificate at the time of appointment.

**NOTE:** Some universities have renamed their programs and no longer designate the degree as an MLS. Contact the New York State Library's Division of Library Development for assistance. See discussion of minimum qualifications in the information for Librarians and Trustees section of the introduction to [Typical Class Specifications for Civil Service Positions in Public Libraries](#) as published in [New York Library Association Typical Class Specifications for Civil Service Positions in Public Libraries.](#), 1994