

NEWBURGH ENLARGED CITY SCHOOL DISTRICT

**LIBRARY DIRECTOR III**

**GENERAL STATEMENT OF DUTIES:**

Serves as head of a library serving a population of 25,000 to 50,000; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board. General supervision is exercised over the work of other library personnel.

**EXAMPLES OF WORK:(Illustrative Only):**

Selects books and related materials for acquisition; Performs difficult and involved reference services; Plans the installation of new types of services; Keeps informed of developments in the profession and attends professional meetings; Recommends necessary library services; Recommends and administers personnel policies; Recommends appointments, transfers, promotions, and dismissals; Evaluates the effectiveness of the library's services in relation to the changing needs of the community; Recommends and administers book buying policies of the library; Prepares preliminary budget estimates; Submits a budget to the library board; Conducts staff meetings; Directs and supervises the expenditures of library funds; Supervises the maintenance of buildings and grounds; Recommends repairs, alterations and new construction; Recommends and administers public relations programs; Represents the library at community and group meetings.

**REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:**

Good knowledge of library techniques; comprehensive knowledge of library administrative practices; ability to carry out library policies; ability to comprehend readers' needs quickly and accurately; ability to train and supervise the library staff; ability to plan, lay out and co-ordinate the work of others; ability to evaluate situations, meet people easily and to participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and book collections; tact; courtesy; good judgment; good physical condition.

**ACCEPTABLE EXPERIENCE AND TRAINING:**

A Masters 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 6 or more years of professional library experience, 2 or more years which must have been in an administrative capacity.

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### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for a New York State professional public librarian's certificate.

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

Comprehensive knowledge of modern principles and practices of library science; Comprehensive knowledge of the applications of computer technology to library operations; Thorough knowledge of modern library organizations, procedures, policies, aims and services; Thorough knowledge of on-line database systems; Thorough knowledge of bibliographical tools and sources; Good oral and written communication skills with individuals and groups of varying age, educational and experiential levels; Skill and accuracy in the performance of technical library tasks; 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 plan, coordinate, and supervise the work of others; Ability to think critically to understand the needs of library patron groups and to prescribe information or materials accordingly; Ability to read, comprehend, and conduct research studies; Tact and courtesy in dealing with staff and public.

### **MINIMUM QUALIFICATIONS:**

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 four years of professional library experience subsequent to receiving the MLS. (Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the Department of Education's Division of Library Development for assistance.) (and)

### **SPECIAL REQUIREMENT:**

Eligibility for a New York State Public Librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.