

Jurisdictional Class: Competitive

Adopted: March 25, 2025

ASSISTANT LIBRARY DIRECTOR

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position responsible for assigned segments of library administration. The work is performed in accordance with prescribed policy, and under the general direction of the Library Director with considerable leeway allowed for the exercise of independent judgement in carrying out the details of the work. The incumbent may act on behalf of the Library Director in the Director's absence. Supervision is exercised over the work of subordinate library personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Assists with management of the library budget and supervision of expenditures of library funds;
Provides supervision and training to library personnel;
Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing;
Represents the library before governmental agencies and community groups in seeking financial resources for the library;
Assists with the selection and purchasing of library materials;
Conducts online database searches and search training;
Supervises the maintenance of library property and recommends repairs, alterations and new construction;
Develops and implements public relations programs;
Recommends new programs and services to Library Director;
Collaborates with community groups to develop and deliver programs;
Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials,
Develops and delivers training programs based on industry standards and observed training needs;
Serves as a mentor for new librarians;
Assists with preparation of statistical or narrative reports as directed;

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of modern library organizations, procedures, policies, aims and services;
Thorough knowledge of the applications of computer technology to library operations;
Thorough knowledge of modern principles and practices of library science;
Thorough knowledge of library materials and collection development issues;
Good knowledge of library administration practices;
Ability to carry out library policies and procedures;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to exercise leadership and motivate others;
Ability read and comprehend library research;
Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly;
Ability to establish effective working relationships with community organizations;
Ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

Assistant Library Director

MINIMUM QUALIFICATIONS: Possession of 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 three (3) years of satisfactory professional library experience one (1) year of which must be supervisory or administrative.

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