

Jurisdictional Class: Competitive
Adopted: April 13, 1992
Revised: March 9, 2018

LIBRARY DIRECTOR FOR C-E-F LIBRARY SYSTEM

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position is chief administrator in the C-E-F Library System and is involved in leadership over the three county library systems, and reading centers. 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 does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Directs and supervises budgeting and expenditure of library system funds and the collection of library system revenues;
Develops evaluates and reviews plans for library system services, evaluating the effectiveness of the library system services and programs in relation to the changing needs of the community;
Supervises the work of library system unit heads and administers personnel policies;
Recommends appointments, transfers, promotions, dismissals, and staffing patterns of personnel;
Represents the library system before governmental agencies and community groups in seeking financial resources;
Reviews and/or develops programs, policies and procedures for library system;
Administers personnel policies and prepares and/or reviews performance evaluations of staff members;
Conducts staff meetings;
Recommends and administers policies on the purchase of library system materials;
Recommends and/or administers public relations programs;
Supervises the maintenance of library property and recommends repairs, alterations, and new construction;
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and professional materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & 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.

Library Director for CEF Library System

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following acceptable education practices and eight (8) or more years of satisfactory professional library experience; two (2) years or more of 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. Possession of certificate at time of appointment.

Qualifications for Public Library System Directors are regulated by Regulations of the Commissioner §90.3(f).