

## **GENESEE COUNTY**

### **LIBRARY DIRECTOR III (HELP Program)**

**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. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

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;  
Represents the library before governmental agencies and community groups in seeking financial resources for the library;  
Reviews and/or develops new procedures for library services;  
Administers personnel policies, prepares and/or reviews performance evaluations of staff members;  
Conducts staff meetings;  
Recommends and administers policies on the purchase of library materials;  
Recommends and/or administers public relations programs;  
Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works and data processing;  
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.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND/OR PERSONNEL**

**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

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express ideas clearly and effectively both orally and in writing to groups and individuals;  
physical condition commensurate with the demands of the job.

### **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 six (6) or more years of satisfactory professional library experience, two (2) or more years of which must have been in an administrative capacity.

**SPECIAL REQUIREMENTS:** Possession of a New York State Public Librarian's Professional Certificate.

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.