

## **ASSISTANT LIBRARY DIRECTOR II**

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, under general direction of a Library Director II, for assigned phases of library administration and services. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. As with the Library Director II this position involves professional librarian activities as well as administration. Acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library functional units. Does related work as required.

### TYPICAL WORK ACTIVITIES:

Recommends policies and procedures to the Library Director;

Conducts studies and analysis of library operations and makes recommendations;

In the absence of the Library Director functions in his/her stead;

Develops, recommends and implements new programs and/or services;

Develops grants for library programs and services as appropriate and available;

Consults with department heads on administrative and technical library problems;

Participates in or supervises the selection of library materials;

Provides reference and readers advisory services to library users and instructs the public to maximize the use of Library resources;

Represents the library at community and group meetings;

Conducts staff meetings or staff training programs;

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

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material;

Prepares state, local, and other statistical or narrative reports as needed or required;

Participates in preparation of departmental budgets;

Participates in recruit, selection, training and evaluation of employees;

When so assigned, makes decisions concerning the organization and allocation of work to staff.

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

Good knowledge of library administration practices;

Thorough knowledge of modern library organizations, procedures, policies, aims and services;

Thorough knowledge of modern principles and practices of library science;

Thorough knowledge of the applications of computer technology to library operations;

Good oral communication skills with both individuals and groups;

Ability to carry out library policies;

Ability to train and supervise library staff;

Ability to plan, coordinate and supervise the work of others;

Ability to express ideas clearly and effectively, both orally and in writing;

Ability to read, comprehend and conduct research studies;

Ability to comprehend users needs quickly and accurately;

Ability to exercise leadership and motivate others;

Ability to establish effective working relationships with community organizations;

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Tact and courtesy in dealing with staff and public.

### MINIMUM QUALIFICATIONS:

(A) 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 two to five years of satisfactory professional library experience, one year of which must have been in an administrative or supervisory capacity.

**SPECIAL REQUIREMENTS: *Eligibility for a New York State public librarians professional certificate at time of application; possession of certificate at time of appointment.***

**NOTE:** Your degree or credits 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 or credits were awarded by an educational institution outside of 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: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

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Last Reviewed 7/30/99  
Jurisdictional Class: Competitive  
Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

Revised and Replaced in Classplan: 10/18/2024 (Edu)