

### **ASSISTANT LIBRARY DIRECTOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** The work is almost entirely administrative and involves responsibility, under the general direction of the Library Director III, for assigned phases of library administration. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. 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:** *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

Recommends policies and procedures to the Library Director;

Conducts studies and analyses of library operations and makes recommendations;

In the absence of the Director acts in his or 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;

Represents the library at community and group meetings;

Conducts staff meetings or staff training sessions;

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

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

Participates in the preparation of departmental budgets;

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Participates in recruitment, 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 CHARAC-**

**TERISTICS:** Thorough 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 and coordinate 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; tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:** 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 methods; and 3-6 years of satisfactory professional library experience, one (1) or more years of which must have been in an administrative capacity.

**NOTE:** Some Universities have renamed their programs and no longer designate the degree as an MLS. Contact the New York State Library's Division of Library Development for assistance.

**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 the

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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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Public Hearing: N/A  
NYS Civil Service Commission Approval: N/A

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