

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, under general direction of a Library Director, 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 I this position involves professional librarian activities as well as administration. Supervision is exercised over the work and personnel of library functional units. Acts for the Library Director when delegated to do so. 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.*

Assists the Library Director in the administration and management of the library;

Assists the Library Director in planning, developing and implementing the Library's strategic planning, policies and procedures;

Assists the Library Director in handling employee relations, counseling, outplacement counseling and exit interviewing;

Collaborative problem solving and strategic planning with Library Director and staff;

Stays informed of professional issues, trends and attitudes, including managerial, political and personnel issues;

Develops and maintains library's eContent;

Collaborates with other management staff on dealing with human resources related issues;

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

Assists the Library Director in the preparation of budget estimates and proposals;

Develops and implements library staff training materials and opportunities;

Responsible for building operations in the absence of the Library Director;

Manages outreach projects, grants, activities and oversee library's online presence;

May represent the library at community and groups meetings;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: 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 and comprehend library literature and 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:

Possession of a Master's Degree in Library Science (MLS), Master of Science in Information Science (MSIS) or other graduate library degree from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices and one (1) year of professional library experience in a library of recognized standing, which shall have been in an administrative or supervisory capacity.

Experience must have been attained after either: receipt of the certification; or receipt of a master degree from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices; and a possession of a valid New York State Librarian's Professional Certificate.

(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 REQUIREMENTS: Eligibility for a New York State public librarian's professional certificate at the time of application. Possession of certificate at the time of appointment to ensure compliance with the New York State Board of Regents Commissioner's Regulations.

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 8/1/2017

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A