

**DISTINGUISHING FEATURES OF THE CLASS:** This is a complex administrative and technical position responsible for directing a library and providing library services. This may be the only professional position in the library. Supervision is exercised over other library personnel. Works under the general supervision of the library Board of Trustees. 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.*

Oversees the planning and implementing of library programs for patrons of all ages;

Prepares preliminary budget estimates and a tentative budget for library Board and may write  
and administer grants;

Administers the expenditures of library funds and the collection of library revenues;

Develops long range plans for library service development, evaluating the effectiveness of the  
library's services and programs in relation to the changing needs of the community;

Recommends new services, policies and personnel actions to the Board of Trustees for approval;

Supervises the work of library employees;

Administers personnel policies, prepares and/or reviews performance evaluations of staff  
members, hires support staff;

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

Consults with Library System staff in developing, providing and promoting library services;

Performs collection development by choosing library materials in appropriate formats;

Provides reference and reader's advisory services and instruction to library users;

Performs original cataloging, classification and record editing;

Performs on-line database searches and search training;

Administers the purchase of library materials;

Designs and produces public relations and library instruction materials;

Represents the library before governmental agencies and community groups in seeking financial resources for the library and promoting library resources and services;

Supervises the maintenance of library property and recommends repairs, alterations and new construction;

Keeps informed of professional developments and trends in the field through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the theories, practices, materials and sources of library science; Good knowledge of library organizations, procedures, policies, aims and

services; Good knowledge of the applications of technology to library operations; Good knowledge of library materials and collection development issues; Good knowledge of on-line database systems; Good knowledge of library administration including supervision; Ability to formulate questions, analyze problems and carry out decision making process; Ability to carry out library policies and procedures; Ability to train and supervise library staff; Ability to plan and coordinate the work of others; Ability to read and comprehend library literature and research studies; Ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; Ability to express ideas clearly and effectively both orally and in writing to groups and individuals; 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 two (2) years of professional library experience in a library of recognized standing, such experience 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's 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: July 26, 1994

Jurisdictional Class: Competitive

Public Hearing: N/A

NYS Civil Service Commission Approval: N/A

Revised in Classplan 7/31/17

Revised and Replaced in Classplan: 4/21/2025 (Edu)