

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position where work is performed while the incumbent is attending an accredited library school pursuing a Master's Degree in Librarianship. The position involves the performance of managerial and administrative functions in the daily activities of a library under the general supervision of the Library Board of Trustees. Supervision is exercised over library personnel.

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.*

Plans and implements library programs for patrons of all ages;

Assists the Library Board in developing the library budget;

Assists with developing 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;

Administers personnel policies, prepares and/or reviews performance evaluations of staff members and hires and supervises paraprofessional, clerical and volunteer personnel;

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;

Administers the purchase of library materials;

Designs and produces public relations and library instruction materials;

Performs on-line database searches and search training;

Performs original cataloging and classification and record editing;

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

May represent the library before governmental agencies and community groups in seeking financial resources for the library;

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

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

TERISTICS: Working knowledge of modern principles and practices of library science; working knowledge of library organizations, procedures, policies, aims and services; working knowledge of on-line data base systems and computer technology involving library operations applications; ability to present ideas clearly both orally and in writing; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to read and comprehend literary literature and research studies; ability to establish effective working relationships with staff and community organizations;

MINIMUM QUALIFICATIONS:

Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university.

SPECIAL REQUIREMENT: Appointees, within twenty-four (24) months of date of appointment, will be required to complete coursework and earn a Master's Degree in Librarianship or equivalent degree, from a library school accredited by the American Library Association and be eligible for a New York State Public Librarian's Professional Certificate.

LIBRARY DIRECTOR TRAINEE
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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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