

LIBRARY DIRECTOR V

07710
Non-Competitive

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for serving as head of a library system serving a population of 250,000 or more. The incumbent serves as the Director of the Central Library and branch libraries. This is an administrative position involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board. General supervision is exercised over the work of other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES

Recommends appointments, transfers, promotions, and dismissals in accordance with Civil Service, County and Union contract rules and regulations.

Evaluates the effectiveness of the library's services in relation to the changing needs of the community.

Builds and maintains collaborative partnerships with City and State officials, member libraries and community organizations.

Submits the operating budget to the library board and the County Executive.

Directs and supervises the expenditures of library funds.

Creates and updates policies for consideration by the OCPL Board of Trustees and administers all Board policies.

Develops and implements plans to improve technology and customer service in order to increase efficiency and effectiveness.

Develops and implements Plans of Service required by the NYS Department of Education, Division of Library Development.

Ensures compliance with the laws, rules and regulations administered by the Division of Library Development.

Obtains approvals from the Onondaga County Legislature for all capital projects and operating revenues and expenses.

Obtains and implements grants necessary to improve library service.

Recommends and administers library materials purchasing policies.

Conducts staff meetings.

Keeps informed of developments in the profession.

Attends professional meetings.

Supervises the maintenance of buildings and grounds.

Recommends repairs, alterations and new construction utilizing the operating budget, capital projects and grants.

Recommends and administers public relations programs.

Represents the library at community group meetings.

Serves as a member of the Board of Trustees on mandated Boards.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Comprehensive knowledge of library administrative practices.

Thorough knowledge of the principles of librarianship.

Thorough knowledge of library technology.

Ability to work within a complex organizational structure.

Ability to carry out library policies.

Ability to plan and implement budgets.

Ability to plan, lay out and coordinate the work of others.

Ability to evaluate situations and take the appropriate course of action.

Ability to effectively interact with other individuals and to participate effectively in the cultural and intellectual activities of the community.

Ability to express oneself clearly and concisely both orally and in writing.

Initiative in making constructive suggestions for improvements in services and book collections.

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS

A graduate library degree from a library school located within New York State which is registered by the State Education Department or from a library school program which is accredited by the American Library Association and eight (8) years of satisfactory professional library experience in libraries or systems of libraries of recognized standing satisfactory to the Commissioner of Education, three (3) years of which must have been in an administrative capacity.

SPECIAL NECESSARY REQUIREMENT:

PER NYS EDUCATION LAW: NYCRR TITLE 8, §90.8(3)

Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

12/2017