

Geneva Public Library
Salary: \$25 - \$33/hour

Candidate will be initially appointed on a provisional basis pending a civil service exam to be held later. To gain permanent status, the candidate must apply for the next exam and be successful according to the Rule of Three. 687

ASSISTANT LIBRARY DIRECTOR II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility, under the general direction of a Library Director II, 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 II this position involves professional librarian activities as well as administration. 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: (Illustrative Only)

Recommends policies and procedures to the Library Director;
Conducts studies and analysis of library operations and makes recommendations;
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;
Participates in or supervises the selection of library materials;
Provides reference and reader's advisory services to library users and instruct the public to maximize the use of library resources;
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 needed or required;
Participates in preparation of departmental budgets;
Participates in recruitment, selection, training and evaluation of employees;
When so assigned, makes decisions concerning the organization and allocation of work to staff;

ASSISTANT LIBRARY DIRECTOR II

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of library administration practices; good oral communication skills with both individuals and groups; 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; ability to carry out library policies; ability to train and supervise library staff; ability to plan, coordinate and supervise 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 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 practices and (2) two years of professional library experience, one year of which must have been in an administrative or supervisory capacity.

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

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.

APPROVED: JUNE 18, 2008

CLASSIFICATION: COMPETITIVE