

## Geneva Public Library Vacancy

Salary: \$80,000 - \$90,000

671

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 be successful in the exam according to the Rule of Three, which will be scheduled at a later date.

### LIBRARY DIRECTOR II

**DISTINGUISHING FEATURES OF THE CLASS:** An incumbent in this position has overall charge of a library while also taking an active part in the provision of professional library services. The position includes supervision of professional and clerical staff as well as time spent in professional library service activities. Work involves carrying out broad policy as determined by the Library Board of Trustees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Develops the library budget and supervises the expenditures of library funds and the collection of library revenues and may do grant administration;  
Establish and maintain procedures and effective controls to keep revenues and expenditures on budget;  
Develops and evaluates plans for library services, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;  
Keeps abreast of best practices and similar matters in library programs and services;  
Attend library meetings of the Pioneer Library System, Rochester Regional Library Council, as well as other state and national conferences as appropriate;  
Reviews and/or develops policies and procedures for the operation of the library within the policies and guidelines set by the Library Board of Trustees;  
Supervises the work and training of library personnel;  
Administers personnel policies; recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;  
Encourages and supports the professional development of all staff;  
Develops and implements an effective system of supervision and discipline for all staff;  
Keeps informed of professional developments through attendance at and participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;  
Represents the library before governmental agencies and community groups in seeking financial resources for the library;  
Remains up to date on community needs and desires regarding library services and programs;  
Supervises the maintenance of library property and recommends repairs, alterations and new construction;  
Administers the purchase and selection of library materials;  
Performs on-line database searches and search training;  
Provides reference and reader's advisory services to library users;  
Recommends and administers public relations programs and works with the Library Board of Trustees on public and private fundraising opportunities including grants;  
Coordinates library program operations with municipal departments providing support services in areas such as personnel, legal, financial, public works and data processing.

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FULL PERFORMANCE KNOWLEDGE, 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 the applications of computer technology to library operations; thorough knowledge of modern principles and practices of library science; thorough knowledge of library materials and collection development issues; 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 exercise leadership and motivate others; ability to read and comprehend library research; ability to interpret and respond to users' needs quickly and accurately and prescribe information or materials accordingly; ability to establish effective working relationships with community organizations; ability to express ideas clearly and effectively both orally and in writing to groups and individuals.

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 3 years of professional library experience, one year of which must be supervisory or administrative.

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

APPROVED: OCTOBER 5, 2006  
CIVIL SERVICE CLASSIFICATION: COMPETITIVE