

Jurisdictional Class: Competitive  
Adopted: May 4, 2016

**LIBRARY DIRECTOR III**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent in this position is chief administrator in the library. The work involves carrying out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of subordinate supervisors, including professional and clerical personnel. The incumbent does related work as required.

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

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;  
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;  
Supervises the work of library unit heads and administers personnel policies;  
Recommends appointments, transfers, promotions, dismissals, and staffing patterns of personnel;  
Develops and reviews policies for the operation of the library;  
Represents the library before governmental agencies and community groups in seeking financial resources for the library;  
Develops and reviews new procedures for library services;  
Administers personnel policies and prepares and/or reviews performance evaluations of staff members;  
Conducts staff meetings;  
Prepares reports;  
Works with union on personnel issues and/or to negotiate contracts;  
Recommends and administers policies on the purchase of library materials;  
Recommends and/or administers public relations programs;  
Provides assistance to smaller libraries on operational procedures;  
Coordinates library program operations with municipal departments support services in areas such as personnel, legal, financial, public works, and data processing;  
Supervises the maintenance of library property and recommends repairs, alterations, and new construction;  
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and professional materials.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Comprehensive knowledge of library administration practices;  
Comprehensive knowledge of modern library organizations, procedures, policies, aims, and services;  
Comprehensive knowledge of modern principles and practices of library science;  
Thorough knowledge of applications of computer technology to library operations;  
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 evaluate situations, meet people easily, and work effectively with other community groups or government agencies;  
Ability to read and comprehend library research;  
Ability to express ideas clearly and effectively, both orally and in writing, to groups and individuals.

## Library Director III

**MINIMUM QUALIFICATIONS:** A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following acceptable education practices and six (6) or more years of satisfactory professional library experience; two (2) years or more of which must have been in an administrative capacity.

**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.