

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: LIBRARY DIRECTOR I

TITLE #: 1392

DISTINGUISHING FEATURES OF THE CLASS: This is an administrative position serving as head of a library involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board. Direct supervision is exercised over the work of other library personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Supervises the maintenance of buildings and grounds;

Recommends repairs, alterations, and new construction;

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

Recommends necessary library services to the board;

Recommends and administers personnel policies, including but not limited to maintenance of leave records and personnel files;

Prepares preliminary budget estimates;

Submits a budget to the library board;

Plans the installation of new types of services;

Directs and supervises the expenditures of library funds;

Represents the library at community and group meetings;

Recommends and administers public relations programs;

Recommends and administers policies on the purchase of library materials;

Attends professional meetings;

Conducts staff meetings;

Recommends appointments, transfers, promotions, and dismissals;

Keeps informed of professional developments;

Revises and corrects the work of professional and non-professional personnel;

Selects materials for acquisition;

Performs difficult and involved informational, reference and referral services;

Compiles booklists and bibliographies;

May use library's automated circulation system to retrieve information, enter data, check materials in and out, compile reports, etc.;

May perform original cataloging and classifying.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of library techniques; good knowledge of library and administrative practices; good knowledge of library materials; ability to carry out library policies; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to evaluate situations, meet people easily, and 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 collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's degree in Library Science or Library Information Science from a college or university accredited by The American Library Association or the New York State Board of Regents to grant degrees and two (2) years of professional library experience.

SPECIAL REQUIREMENT: Possession of a current New York State Public Librarian's professional certificate at time of application.

NOTE: For purposes of qualification, professional library experience shall be defined as experience gained at a public, academic, school or special library, after the candidate received his or her Master of Librarianship (MLS) Degree.

JURISDICTIONAL CLASSIFICATION: Competitive

REVISED 6/13/18 dc