

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

CLASS TITLE: LIBRARY DIRECTOR III

TITLE #: 1811

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this position functions as the chief administrator of a 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. Does related work as required.

TYPICAL WORK ACTIVITIES:

Directs and supervises the budgeting and expenditure of library funds and the collection of library revenues;

Prepares and submits budget recommendations to the Library Board;

Develops and evaluates plan 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, dismissal and staffing patterns of personnel;

Reviews and/or develops policies and procedures for the operation of the library;

Represents the library before governmental agencies and community groups in seeking financial resources for the library;

Prepares and/or reviews performance evaluations of staff members;

Conducts staff meetings;

Recommends and administers policies on the purchase of library materials;

Recommends and/or administers public relations programs;

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;

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CLASS TITLE: LIBRARY DIRECTOR III (continued)

TITLE #: 1811

Keeps informed of professional developments through participating in professional organizations, workshops, continuing education courses and professional materials.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Comprehensive knowledge of modern library organizations, administration practices, procedures, policies and services; comprehensive knowledge of modern principles and practices of library science; thorough knowledge of the 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 participate effectively in cultural and intellectual activities of the community; ability to read and comprehend library research; ability to express ideas clearly and concisely both orally and in writing to groups and individuals; tact; 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 by the New York State Board of Regents to grant degrees and six (6) years of professional library experience, two (2) years of which shall have been in a supervisory and administrative capacity.

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.

JURISDICTIONAL CLASSIFICATION: Competitive

ADOPTED: 1/1/02

REVISED: 11/25/03 ms

REVISED: 09/08/05 kr

REVISED: 11/29/10 dr

REVISED: 1/06/11 dr