



## Cayuga County Department of Human Resources and Civil Service Commission

### JOB SPECIFICATION

Civil Service Title:	<b>LIBRARY DIRECTOR II</b>
Jurisdictional Class:	Competitive
Civil Division:	Seymour Library
Adoption:	CSM 8/11/93
Revised:	CSM 04/26/06; 05/10/06-Title Change only

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#### **DISTINGUISHING FEATURES OF THE CLASS:**

This is an administrative position involving responsibility for library functions in a medium sized library. The work involves supervision of professional and clerical staff, as well as carrying out broad policy as determined by an elected Library Board of Trustees. The incumbent does related work as required.

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

Manages library functions including planning, community relations and supervision of staff;  
Evaluates the effectiveness of the library's services in relation to the changing needs of the community;  
Recommends necessary library services to the board;  
Develops the preliminary library budget estimates and supervises the adopted budget with regard to the expenditures of library funds and the collection of library revenues;  
Prepares budget reports for Board of Trustees and supervises referendum on budget;  
Plans the installation of new types of services;  
Recommends and administers public relations programs;  
Oversees the maintenance of buildings and grounds;  
Supervises the maintenance of library property and recommends repairs, alterations and new construction;  
Recommends and administers policies on the purchase of library materials;  
Conducts staff meetings;  
Selects materials for acquisition;  
Performs difficult and involved information, reference, and referral services;  
Administers personnel policies;  
Recommends appointments, transfers, promotions, dismissal, and staffing patterns of personnel;  
Administers the purchase of library supplies and equipment;  
Develops long-range plans for library service development, evaluating the effectiveness of the library's service and programs in relation to the changing needs of the community;  
Provides advisory and guidance services to library users;  
Coordinates library program operations with other governmental departments providing support services in areas such as personnel, legal, financial, public works, and data processing;  
Represents the library at community and group meetings;  
Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses, and reading professional materials;  
Prepares grant requests and interacts with charitable organizations on behalf of the library;  
May write articles or perform research that furthers the goals of the profession.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, 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;  
Good knowledge of modern methods used in maintaining financial accounts and records;  
Good knowledge of property management, such as but not limited to, knowledge of modern buildings and grounds maintenance operations and practices;  
Ability to carry out library policies;  
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 comprehend users' needs quickly and accurately;  
Ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community;  
Ability to express ideas clearly and effectively both orally and in writing.

**MINIMUM QUALIFICATIONS:**

(A) Master's Degree in Librarianship from a library school that is accredited by the American Library Association or registered by the New York State Education Department and 5 years of professional library experience subsequent to receiving the Master's Degree, one year of which shall have been in a supervisory or administrative capacity.

**SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATION:**

Eligibility for a New York State Public Librarian's Professional Certificate at time of application for appointment; Possession of certificate at time of appointment.

