

## **Assistant Library Director II Tompkins County**

**Department:** Library-Tompkins County Public

**Classification:** Competitive

**Labor Grade:** Q

**Approved:** 0

**Revised:** 5/91;2/93;4/94;8/06;4/13

**By:** HH, Commissioner of Personnel

### **MINIMUM QUALIFICATIONS:**

A Master's Degree in Library Science from a library school that is accredited by the American Library Association or registered by the New York State Education Department AND six years of satisfactory professional library experience in a library of recognized standing, two years of which must have been in an administrative capacity.

### **SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:**

Eligibility for a New York State professional public librarian's certificate at time of application and possession of the certificate at the time of appointment.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

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

As the in-house manager of the Tompkins County Public library, this position involves responsibility for assigned phases of library administration and services. The work is performed in accordance with prescribed policy. When delegated to do so, the incumbent acts for the Library Director. The work is performed under the general direction of the Library Director with considerable leeway allowed for the exercise of independent judgement and initiative in performing the duties of the position. Supervision is exercised over the work and personnel of all library service units and/or departments. The incumbent will perform all related duties as required.

### **TYPICAL WORK ACTIVITIES:**

Develops electronic library services;  
Recommends policies and procedures to the Library Director;  
Conducts studies and analysis of library operations and makes recommendations;  
Consults with department heads on administrative and technical library problems;  
Coordinates collection development activities;  
Represents the library at community and group meetings;  
May conduct staff meetings;  
Keeps informed of professional developments and attends professional meetings;  
Develops, recommends and implements new program and/or services;  
Prepares state, local and other reports as required;  
Participates in preparation of annual budgets;  
Participates in recruitment, selection, appointment, training, supervision and evaluation of employees;  
Makes decisions concerning the organization and allocation of work to staff, when assigned to do so.  
Is responsible for all aspects of building/facility management;  
Responds to patron complaints.

### **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 modern principles and practices of library science;  
Thorough knowledge of the applications of computer technology to library operations;  
Ability to manage library teams and to build consensus;

Ability to carry out library policies;  
Ability to train and supervise library staff;  
Ability to plan, and coordinate the work of others;  
Ability to express ideas clearly and effectively, both orally and in writing;  
Ability to read and comprehend written material;  
Ability to comprehend users needs quickly and accurately;  
Ability to exercise leadership and motivate others;  
Ability to evaluate situations, meet people easily and participate in the  
cultural and intellectual activities of the community;  
Physical condition commensurate with the demands of the position.

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