

## GENESEE COUNTY

### ASSISTANT LIBRARY DIRECTOR III

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position responsible for assigned phases of library administration. Work is performed in accordance with prescribed policy with wide leeway allowed for the exercise of independent judgment. General direction is received from the Library Director III and acts for the Library Director III in his/her absence. General supervision is exercised over Librarians, Librarian Trainees, Library Assistants or Library Clerks. Does related work as required.

#### **TYPICAL WORK ACTIVITIES:**

Recommends policies and procedures to the Library Director;  
Conducts studies and analyses of library operations and makes recommendations;  
In the absence of the Director acts in his or her stead;  
Develops, recommends and implements new programs and/or services;  
Develops grants for library programs and services as appropriate and available;  
Consults with department heads on administrative and technical library problems;  
Represents the library at community and group meetings;  
Conducts staff meetings or staff training sessions;  
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;  
Prepares state, local and other statistical or narrative reports as required;  
Participates in preparation of departmental budgets;  
Participates in recruitment, selection, training and evaluation of employees;  
When so assigned, makes decisions concerning the organization and allocation of work to staff.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Thorough knowledge of library administration practices; thorough knowledge of modern library organizations, procedures, policies and services; thorough knowledge of modern principles and practices of library science, including the use of computer technology in library operations; good knowledge of library materials; 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 and identify users' needs accurately; ability to read, comprehend, and conduct research studies; ability to establish effective working relationships with community organizations; ability to evaluate situations, meet people easily and participate effectively with other community groups or government agencies; ability to communicate effectively both orally and in writing to groups and individuals; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to effectively use computer applications such as spreadsheets, word processing, calendar, e-mail and database software; tact and courtesy in dealing with staff and the general public; initiative in making constructive suggestions for improvements in library services; good judgment; physical condition commensurate with the demands of the position.

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**MINIMUM QUALIFICATIONS:** Possession of a Master's Degree in Librarianship by American Library Association or recognized by the New York State Education Department as following accepted education practices **AND** five (5) years paid full-time or its part-time equivalent professional library experience, one (1) year of which must have been in an administrative or supervisory capacity.

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

**NOTE:** Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

Competitive  
Adopted 6/9/23  
Revised 10/27/23

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.