

[Go Back](#)

NASSAU COUNTY

**Title : ASSISTANT LIBRARY DIRECTOR
I**

SCHOOL DISTRICTS

Code: 310080 NOA

CLASS SPECIFICATION

Page : 1 of 1

Competitive

GENERAL STATEMENT OF DUTIES

Assists in planning, directing, and coordinating the program and activities of a library serving a population of 25,000 to 50,000; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this position involves responsibility for assigned phases of library administration and services. Acts for the Library Director in the latter's absence. Supervision is exercised over the work of professional and clerical personnel.

TYPICAL DUTIES

1. Plans and recommends new types of services.
2. Recommends policy to the Library Director.
3. Makes studies of operating procedures.
4. Assists in preparing preliminary budget estimates.
5. Participates in staff selection and in the development of the personnel program.
6. Keeps informed of developments in the profession.
7. Reviews work performed by professional librarians and other personnel, as required.
8. Supervises selection of library materials, as required.
9. Attends professional meetings.
10. Conducts staff meetings, as required.
11. Represents the library at community and group meetings, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of library techniques.
2. Thorough knowledge of library administrative practices.
3. Considerable knowledge of library materials.
4. Ability to carry out library policies.
5. Ability to comprehend readers' needs quickly and accurately.
6. Ability to train and supervise the library staff.
7. Ability to plan and coordinate the work of others.
8. Ability to evaluate situations, meet people easily and to participate effectively in the cultural and intellectual activities of the community.
9. Ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

Possession of a New York State Public Librarian's Professional Certificate
and

Four years of satisfactory professional librarian experience, including two years at the level

of a Librarian II.

[Go Back](#)