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NASSAU COUNTY

**Title : ASSISTANT LIBRARY DIRECTOR
II**

SCHOOL DISTRICTS

Code : 310085 NOF

CLASS SPECIFICATION

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Competitive

GENERAL STATEMENT OF DUTIES

Assists in planning, directing, and coordinating the program and activities of a library serving a population of 50,000 to 250,000; 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 may be exercised over the work and personnel of several library departments.

TYPICAL DUTIES

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

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of library techniques.
2. 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, lay out 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

1. Possession of a New York State Public Librarian's Professional Certificate and
2. Six years of satisfactory professional librarian experience, including either
 - A. Three years at the level of Librarian III or Assistant Library Director I or
 - B. Five years at the level of Librarian II.

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