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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LIBRARY DIRECTOR I
Code: 310095 NOP
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Competitive

GENERAL STATEMENT OF DUTIES

Plans, directs, and coordinates the programs and activities of a library serving a population of 5,000 to 15,000; performs related duties as required.

COMPLEXITY OF DUTIES

This is an administrative position involving responsibility for all library functions. The work involves carrying out broad policy as determined by the library board.

TYPICAL DUTIES

1. Recommends necessary library services to the library board and plans the installation of new services.
2. Recommends and administers personnel policies.
3. Evaluates the effectiveness of the library services in relation to the changing needs of the community.
4. Prepares budget for library board's approval.
5. Recommends and administers policies on the acquisition of library materials.
6. Recommends and administers public relations programs.
7. Represents the library at community and group meetings.
8. Reviews and corrects the work of subordinate personnel.
9. Supervises the maintenance of buildings and grounds and recommends repairs, alterations and new construction.
10. Conducts staff meetings.
11. Attends professional meetings.
12. Performs difficult and involved librarian tasks as required, including original cataloging and classifying, reference and referral services, and compiling of bibliographies.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Considerable knowledge of modern principles and practices of library services.
2. Considerable knowledge of modern library organization, procedures and materials.
3. Knowledge of library administrative practices.
4. Ability to train and supervise the library staff.
5. Ability to participate effectively in the cultural and intellectual activities of the community.
6. 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

Three years of satisfactory professional librarian experience, including one year at the level of Librarian II.

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