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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : LIBRARY DIRECTOR II**  
**Code: 310100 NPA**  
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**Competitive**

**GENERAL STATEMENT OF DUTIES**

Plans, directs, and coordinates the programs and activities of a library serving a population of 15,000 to 25,000; 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's 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. Thorough knowledge of library programs and activities.
2. Considerable knowledge of library administrative practices.
3. Considerable knowledge of library materials.
4. Ability to carry out library policies.
5. Ability to train and supervise the library staff.
6. Ability to participate effectively in the cultural and intellectual activities of the community.
7. Ability to express oneself clearly and concisely, both orally and in writing.

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**MINIMUM QUALIFICATIONS**

**Training and Experience**

1. Possession of a New York State Public Librarian's Professional Certificate and
2. Four years of satisfactory professional librarian experience, including either
  - A. One year as director of a library,
  - or
  - B. Two years at the level of Librarian II.

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