

**LIBRARY DIRECTOR IV**  
(Albany Public Library)

**DISTINGUISHING FEATURES OF THE CLASS:** This is an administrative position in the Library that serves a population of approximately 100,000. The incumbent develops and carries out broad policy as determined by the Library Board of Trustees. Supervision is exercised over the work of other library personnel. The incumbent reports to the Board of Trustees.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Develops long range plans for library services development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community;
- Reviews and/or develops policies for the operation of the library;
- Reviews and/or develops new procedures for library services;
- Recommends necessary library services to the Board;
- Administers personnel policies;
- Prepares and/or reviews performance evaluations of staff members;
- Recommends appointments, transfers, promotions, dismissal and staffing patterns of personnel;
- Conducts staff meetings;
- Prepares service plans and submits proposed budget to the Library Board;
- Directs and supervises the expenditures of library funds and the collection of library revenues;
- Recommends and administers policies on the purchase of library materials;
- Coordinates library program operations with all departments to provide support services in areas such as personnel, legal, financial, public works and data processing;
- Represents the library at community and group meetings;
- Interacts with governmental agencies and community groups in seeking financial resources for the library;
- Recommends and administers public relations programs;
- Supervises the maintenance of library property and recommends repairs, alterations and new construction;
- Attends informational meetings to keep abreast of professional developments;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

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## **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Comprehensive knowledge of library administration practices;
- Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;
- Thorough knowledge of the applications of computer technology to library operations;
- Thorough knowledge of modern principles and practices of library science;
- 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 read and comprehend written material;
- Ability to comprehend users' needs quickly and accurately;
- Ability to evaluate situations and recommend remedial actions if necessary;
- Ability to express ideas clearly and effectively both orally and in writing;
- Ability to read and comprehend written materials;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

## **MINIMUM QUALIFICATIONS:**

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree\* in Library Science, Information Services or equivalent and eight (8) years of paid fulltime professional library experience in a library of recognized standing, three (3) years of which must have been in an administrative\*\* capacity over a complex operation.

\*Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

\*\*Administrative capacity is defined as spending the entire workweek planning, organizing, budgeting/allocating funds, staffing and communicating.

## **SPECIAL REQUIREMENTS:**

Eligibility and application for a New York State Public Librarian's Professional Certificate at the time of appointment.

Revised: 5/26/04  
9/12/05  
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