



Position Announcement – Assistant Library Director IV

Albany Public Library is seeking a dynamic, self-motivated, experienced professional for the position of Assistant Library Director IV. In this position, the Assistant Library Director reports to the Executive Director and is responsible for supervision of public service departments and library security, and assisting with facilities management, grant writing, and development. Additional duties include: recommending policies and procedures, interpreting and negotiating contracts, recommending and implementing new programs and services, representing the library at community meetings and public events, participating in department budgets, and participating in recruitment and selection of library staff.

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 six (6) years of paid full-time professional library experience in a library of recognized standing, one (1) year 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 REQUIREMENT:

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

This is a provisional Civil Service position. A Civil Service examination will be required before permanent appointment in accordance with Civil Service laws and rules. The salary is competitive with a generous benefit package. Applications will be accepted until the position is filled. Application review will begin on September 7, 2010. To apply send resume, letter of interest, and the names and contact information for three professional references to:

Marjorie Reinhart
Human Resources Manager
Albany Public Library
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Albany, NY 12210
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Albany Public Library is an AA/EO institution and is committed to increasing diversity within its organization.