

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

**DISTINGUISHING FEATURES OF THE CLASS:** Under the general direction of the Library Director, the incumbent is responsible for assigned phases of library administration and services. Work is performed in accordance with prescribed policy with considerable leeway allowed for the exercise of independent judgment and initiative. The incumbent acts for the Library Director when delegated to do so. Supervision is exercised over the work and personnel of library service units and/or departments.

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

- Recommends policies and procedures to the Library Director;
- Conducts studies and analyses of library operations and makes recommendations;
- Acts on behalf of the Library Director in his or her absence;
- Develops, recommends and implements new programs and/or services;
- Develops grants for library programs and services as appropriate and available;
- Consults with department heads on administrative and technical library problems;
- May participate in or supervise the selection of library materials;
- May represent the library at community and group meetings;
- May conduct staff meetings;
- Attends professional meetings and keeps informed of professional developments;
- Prepares state, local and other reports as required;
- Participates in preparation of departmental budget;
- Participates in recruitment, selection, appointment, training and evaluation of employees;
- May organize and allocate work to staff;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

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

- Thorough knowledge of library administration practices;
- Thorough knowledge of modern library organizations, procedures, policies, aims and services;
- Thorough knowledge of modern principles and practices of library science;
- Thorough knowledge of the applications of computer technology to library operations;
- Ability to carry out library policies;
- Ability to train and supervise library staff;

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- Ability to express ideas clearly and effectively, both orally and in writing;
- Ability to read and comprehend written material;
- Ability to comprehend users' needs quickly and accurately;
- Ability to exercise leadership and motivate others;
- Ability to evaluate situations and recommend remedial actions if necessary;
- 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 six (6) years of paid fulltime 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.

Revised: 5/26/04  
9/12/05  
4/26/06

New York State Civil Service Disapproved 9/12/05 requested #non-competitive