

EXECUTIVE DIRECTOR
(Albany Public Library)

DISTINGUISHING FEATURES OF THE CLASS: This is the chief executive position in a Library that directly serves a population of approximately 95,000 and an additional 360,000 as the central library of the Upper Hudson Library System. The incumbent develops and carries out broad policy as an appointee of the Library Board of Trustees. He or she is responsible for supervision and management of all Library operations. Supervision is exercised over the work of all other library personnel, including senior staff members and the incumbent is responsible for hiring and firing staff. The incumbent reports to the elected Board of Trustees.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Develops strategic and long range plans for library service development, evaluating the effectiveness of the library's services and programs in relation to the changing needs of the community in coordination with the Board;
- Develops and/or reviews policies for the operation of the library and recommends new policies, policy amendments, and strategic plans to the Board;
- Develops and/or reviews new procedures for library services;
- Recommends necessary library services and changes in library service to the Board;
- Appoints staff, approves transfers, promotions, and dismissals, and develops staffing plans;
- Administers personnel policies and administers and negotiates collective bargaining agreements;
- Prepares and/or reviews performance evaluations of staff members;
- Conducts staff meetings;
- Develops and reviews service plans and, in coordination with the Board's Vice President for Finance, submits a proposed budget to the Library Board;
- Develops and/or reviews policies on the Library's collections and administers policies regarding 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 and serves as official spokesperson for the Library at community and group meetings and with the media;
- Interacts with governmental agencies and community groups in seeking financial resources for the library;
- Develops and administers public relations and marketing programs and ensures that a positive public image of the Library is maintained;
- Supervises the maintenance of library property and recommends repairs and alterations to facilities;
- Attends informational meetings to keep abreast of professional developments;
- Performs related work as required.

SEE REVERSE SIDE

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Comprehensive knowledge of public agency administration practices;
- Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;
- Thorough knowledge of the applications of computer technology to library operations and management;
- Thorough knowledge of modern principles and practices of library science;
- Thorough knowledge of complex business and management issues for libraries;
- Ability to develop and carry out library policies;
- Ability to work with and provide professional support to an elected governing Board;
- 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 implement remedial actions if necessary;
- Ability to express ideas clearly and effectively both orally and in writing;
- Tact and courtesy;
- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A. Graduation from a college or university registered by the NYS Education Department to grant degrees with a Master's Degree or higher and eight (8) years of fulltime paid 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.

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