

DIRECTOR, BUFFALO & ERIE COUNTY LIBRARY

DISTINGUISHING FEATURES OF THE CLASS: The Library Director shall be the administrative, executive and fiscal officer of the Buffalo and Erie County Public Library. Plans system-wide services and physical facilities. Administers all policies and directs all operations and activities of the Library. Work is performed under the general direction of the Buffalo and Erie County Public Library Board of Trustees. Exercises supervision over administrative staff, librarians, clerical and support personnel in the operation of the Buffalo and Erie County Public Library. Oversees the administration of member libraries. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Recommends policy to Library Board of Trustees;
- Reports current activities and measurable results to the Board of Trustees;
- Approves operational policies for application within the Central Library, Extension Services Division, and all Contracting Libraries;
- Plans new library services and facilities, and consults contracting library boards and librarians concerning implementation of plans;
- Determines performance standards for library services, and consults with administrative staff, contracting library directors and the appropriate staff concerning means of improving services to meet standards;
- Approves budget to be recommended to Library Board, defends budget before County Executive and County Legislature;
- Negotiates and communicates with State, County, and local officials on all Library matters;
- Serves as the appointing authority in all personnel matters;
- Addresses community organizations; serves on local community committees; participates in the work of local, State and National library associations;
- Serves as the spokesperson for the Library to the media and promotes public relations program for the library system.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of the principles and practices of library science and administration; ability to direct and coordinate the work of others; ability to speak well in public; ability to write clear, concise reports; initiative; tact; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

- A.) Possession of a Master's degree in library science from an accredited ALA library school, and ten (10) years of professional library experience, five (5) years of which must have been as head of a library system (public, academic, school or other) or a large public library and three (3) additional years in an administrative capacity; or:
- B.) A satisfactory equivalent combination of training and experience.

NOTE: Verifiable part-time and/or volunteer experience will be pro-rated toward meeting full-time experience requirements