



City of Rochester (NY)
Associate Library Director

SALARY	\$93,137.00 - \$122,808.00 Annually	LOCATION	115 South Avenue Rochester, NY
JOB TYPE	Full-Time	JOB NUMBER	25FY0302PLA04
DEPARTMENT	Rochester Public Library	BUREAU	Central Library
OPENING DATE	02/04/2025	CLOSING DATE	2/28/2025 11:59 PM Eastern

General Description

Directs the management services in a library or library system serving a population of 250,000 or more; does related work as required. This position involves responsibility under the general direction of the Library Director or Library System Director for assigned phases of library or library system administration. Employees of this class may act for the Library Director or Library System Director. Library System Services involves the planning, directing and coordinating of services provided to members of the Monroe County Library System, including training, reporting, technology, technical, and interlibrary loan services. Direct supervision may be exercised over the work and personnel of several library divisions.

This is a Competitive Class position. The individual selected to fill this vacancy will be given a provisional appointment and will be required to participate in the next Civil Service Examination for this title.

A qualified applicant may be provisionally appointed and serve in the position until a Civil Service Examination is administered and an appropriate eligible list can be established to make a permanent appointment in accordance with the Civil Service Rule of Three. (See "<http://www.cityofrochester.gov/article.aspx?id=8589935786>" Provisional Appointment - FAQ's) If you are already a City employee and have permanent, competitive status in your current position and appointment to this title would result in a provisional appointment in another department, you will lose your previous permanent competitive rights.

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Typical Work Activities

- Supervises the Central Library Divisions and Departments
- Maintains budgetary control for the Central Library;
- Plans and recommends new types of services, particularly those involving the application of emerging technology trends for the library field;
- Participates in strategic planning exercises;

- Makes studies of operating procedures and recommends revisions and improvements;
- Plans for and leads Central, RPL and/or MCLS teams;
- Attends regular Board of Trustees meetings for Monroe County Library System and Rochester Public Library
- Participates with the Director and senior managers in regular service reviews of the library, and in policy making decisions;
- Acts as liaison to City, County, and State agencies affecting daily operational functions, as appropriate;
- May act for the Library Director in the latter's absence.

Minimum Qualifications

1. Master's degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State

Education Department as following accepted education practices.

NOTE: Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the New York State Library's Division of Library Development for assistance. **PLUS**

2. Any Bachelor's degree from a college or university recognized by the University of the State of New York, **OR** completion of 120 undergraduate semester credit hours; **AND**

3. Five (5) years of professional library experience in a library of recognized standing,* two (2) years of which must have been in an administrative capacity.

***NOTE:** The New York State Department of Education sets eleven (11) minimal operating standards for public and association libraries. Education law requires that a library be chartered and registered in order to legally receive Local and State funds. Libraries must adhere to the standards or lose their charters (standing). There is a separate additional standard Central Libraries must meet to receive specific types of aid.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State Professional Public Librarians Certificate at time of application. Possession of certificate at time of appointment.
2. When assigned to County Library System Services position, must have:
 - a. N.Y.S. Class D Operator's License at time of appointment;
 - b. Car available for daily use.

Employer

City of Rochester (NY)

Address

30 Church Street
Room 103A
Rochester, New York, 14614

Phone

585-428-7115

Website

<http://www.cityofrochester.gov>