

New York State Department to Civil Service
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

Occ. Code 3601600

Director Correctional Library Services, M-3

Brief Description of Class

The Director Correctional Library Services plans, develops, implements, and manages the overall library services for the Department of Corrections and Community Supervision (DOCCS).

Distinguishing Characteristics

Director Correctional Library Services: administers the General Library and Law Library in Correctional Facilities and the Inmate Legal Resources Program (ILRP) under the general direction of an Assistant Commissioner; formulates policies and procedures relating to the provision of library services for incarcerated individuals and staff of the Department; in addition to directly supervising a unit of Librarian and clerical support staff, provides technical supervision and guidance to library staff across all correctional facilities.

Illustrative Duties

Formulates and makes recommendation to policies, procedures, manuals, and directives regarding library services for incarcerated individuals and staff.

Oversees the implementation of the DOCCS Directive for Law Libraries, Inmate Legal Assistance, and Notary Public Services to ensure facilities provide mandated services.

Develops, implements, and evaluates the Department's library resources and services.

Assesses and justifies the budgetary needs of the Agency's facility-based libraries, and acts as a library consultant during the budget presentation and review process.

Oversees and supervises the implementation of legal resource materials added to the Secure Offender Network for use in the facility Law Libraries.

Plans, develops, coordinates, and chairs regional and State-wide Department Librarian meetings and training conferences; provides training; and attends trainings and meetings as a program services director.

Provides technical expertise and guidance to facility Librarians, Deputy Superintendents for Program Services, and Correction Officers/Sergeants in areas relating to library organizations, administration, and use of library resources and facilities.

Manages and oversees facility Law Library book collections, ensuring that accurate materials are selected and delivered, as well as negotiated equitably.

Administers the Talking Books and Braille program.

Liaisons with law and public library professionals in the New York State Library, the Attorney General's Office, and other library networks, correctional departments and professional organizations which can contribute to the DOCCS library resource system.

Promotes the Library Services program through meetings with community groups, legislators, and professional organizations; serves as the subject matter expert in the formulation of legislation which would positively affect the Department's programs.

Reviews and approves proposed Inmate Grievance Program appeals to the Central Office Review Committee concerning the Law Library Program.

Performs the full range of administrative supervisory tasks.

Minimum Qualifications

Director Correctional Library Services

Promotion: one year of permanent service as an Associate Librarian or three years of permanent service as a Senior Librarian.

Note: Classification Standards illustrate the nature, extent, and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 7/2021

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