

LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of librarian duties in an assigned unit and generally involves planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. General supervision is received from a higher level librarian or administrative director. Supervision is exercised over the work of professional, para-professional, clerical and volunteer staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only) Recommends, plans and implements new types of services based on patron needs; Assigns duties, supervises and evaluates departmental or unit staff; Implements and/or enhances library automation projects and services; Provides reference and reader's advisory services to library users; Performs original cataloging and classification and may design appropriate systems of information organization and retrieval methods; Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials; Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours; Develops and administers grants; Compiles bibliographies and functions as a subject specialist; Performs on-line database searches and search training; Serves as a liaison for library services to community groups and/or other libraries; Designs and produces public relations and library instruction materials; Prepares statistical and narrative reports of activities, memoranda, and correspondence; Supervises the work of professional, paraprofessional, clerical, and volunteer personnel; Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

FULL PERFORMANCE, KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of library science; thorough knowledge of on-line database systems; Thorough knowledge of bibliographical tools and sources; Thorough knowledge of library materials and collections issues for a specific subject area if functioning as a subject specialist; Good knowledge of modern library organizations, procedures, policies, aims and services; Good knowledge of the applications of computer technology to library operations; Good oral communication skills with individuals and groups of varying age, educational and experiential levels; Skill and accuracy in the performance of technical library tasks; Ability to function as a team member in the planning and implementation of library projects; Ability to carry out assignments independently; Ability to express ideas clearly and effectively both orally and in writing to groups and individuals; Ability to read and comprehend library literature and research; Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; Ability to read and comprehend research studies; Ability to plan, coordinate, and supervise the work of others; Tack and courtesy in dealing with staff and public; Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Master's degree in library science from a library school that is accredited by the American Library Association or registered by the New York State Education Department and two subsequent years of satisfactory professional library experience, subsequent to MLS.

SPECIAL REQUIREMENT: Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

Revised 9/1/88; 6/22/89; 10/7/98; 3/5/18