

## LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: Under general direction of a higher level librarian or administrative director, the incumbent performs professional librarian duties in an assigned unit and generally has responsibility for planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. Supervision is exercised over the work of professional, para-professional, clerical, and volunteer staff. Does related work as required.

### EXAMPLES OF WORK: (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 implements library programs such as 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;

EXAMPLES OF WORK: (Illustrative Only) (Continued)

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail, and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: 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; ability to read, write, speak, understand, and communicate in English sufficiently to perform the essential duties of the position; ability to use computer applications such as spreadsheets, word processing, e-mail and database software; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master's Degree\* in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices, and two (2) years of professional library experience.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarians professional certificate.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

\*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages  
Cities of Rye & Peekskill  
School Districts  
J. C.: Competitive  
CSB1  
1g

Job Class Code: 0223 (Towns & Villages)  
S223 (School Districts)