

## COORDINATOR OF CORRECTIONAL LIBRARY SERVICES

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Program Administrator, develops and coordinates the library services available to inmates in the custody of the Department of Correction. This is work of a specialized nature involving specific responsibility for professional aspects of library work, including the development and management of the department's library collection. Supervision is exercised over professional volunteer librarians and inmate library assistants at separate locations in the Jail, Women's Unit and Penitentiary. Does related work as required.

### EXAMPLES OF WORK: (Illustrative Only)

Provides advisory and guidance services to inmates for the purpose of motivating them to become active users of the library;

Selects and orders all library materials, with special emphasis on integrating a reference service with the educational programs available to inmates;

Maintains professional liaison with the Westchester Library System and supplements in-house materials by utilizing the System's inter-library loan services;

Supervises the taking of inventories of library materials, and insures they are updated as required;

Develops systems needed to organize, process and retrieve library materials;

Prepares library exhibits for the purpose of stimulating utilization of the library;

Develops the budget for the library services program;

Supervises inmate library assistants and assigned volunteer staff;

Prepares required reports related to program progress and use.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of modern principles and practices of library services; good knowledge of library materials; good knowledge of modern library organization, procedures, policies, aims and service; skill in performing technical library tasks; ability to comprehend users needs and to stimulate use of library services; ability to communicate effectively both orally and in writing; ability to carry out assignments independently; ability to establish and maintain effective relationships with professional and volunteer staff and with inmates; initiative enabling constructive suggestions for improvement in collections and services; resourcefulness; good judgment; accuracy; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Master's Degree\* in library science; and two years satisfactory professional library experience.

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

SPECIAL REQUIREMENTS: Eligibility for a New York State public librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment.

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J. C.: Competitive  
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Job Class Code: C1427  
Job Group: IX