

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Library Director, an incumbent of this class performs professional library work and has overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. Dependent upon assignment, this position may also function as the head of a small branch library. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Determines priorities in terms of material to be purchased and may implement collection evaluation systems;

Evaluates the effectiveness of the library services in relation to the changing needs of the users;

Recommends plans for and implements new types of services;

Functions as branch or major department head;

Recommends policy for directly supervised and related service units;

Makes administrative decisions for assigned area;

Participates in staff selection and training as necessary;

Assists in the preparation of budget proposals and estimates for the assigned unit;

Plans, implements and/or enhances library automation projects and services;

Develops policies for classification and subject cataloging and workflow procedures involving technologies;

Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, and weeding of library materials;

Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;

Serves as liaison for library services with community groups and other libraries;

Develops and administers grants and grant programs;

Plans public relation programs and prepares publicity materials;

Provides reference and reader's advisory services to library users;

EXAMPLES OF WORK (cont'd):

Performs on-line database searches and search training;

Prepares statistical and narrative reports of activities, memoranda, and correspondence;

Supervises subordinate professional and clerical staff by making assignments, observing work activity, and reviewing reports;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

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: Comprehensive knowledge of modern principles and practices of library science; comprehensive knowledge of the applications of computer technology to library operations; Thorough knowledge of modern library organizations, procedures, policies, aims and services; thorough knowledge of on-line database systems; thorough knowledge of bibliographical tools and sources; good oral and written 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 train and supervise library staff; ability to exercise leadership and motivate others; ability to plan, coordinate, and supervise the work of others; ability to think critically to understand the needs of library patron groups and to prescribe information or materials accordingly; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential duties of the position; ability to read, comprehend, and conduct research studies; tact and courtesy in dealing with staff and public; physical condition commensurate with the duties 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 four (4) years of professional library experience subsequent to receiving the Master's Degree in Library Science.

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: Possession of a New York State Public Librarian's professional certificate at time of appointment.

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 and Peekskill),
School Districts, Special Districts
J.C.: Competitive

Job Class Code: 0222 (Municipalities)
S222 (School Districts)