

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: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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;

LIBRARIAN II**Page 2**

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 KNOWLEDGES, 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; tact and courtesy in dealing with staff and public.

LIBRARIAN II**Page 2**

MINIMUM QUALIFICATIONS: Masters Degree in librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices and two (2) years of professional library experience subsequent to MLS.

NOTE: *Some Universities have renamed their programs and no longer designate the degree as a Master's in Librarianship. Contact the New York State Library's Division of Library Development for assistance.*

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

NOTE: Your degree or credits must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree or credits were awarded by an educational institution outside of the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at: <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.