

**LIBRARIAN III**

DISTINGUISHING FEATURES OF THE CLASS: The work involves overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Performs 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.*

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

Evaluates the effectiveness of the library's 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;

Participate 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 of library materials and may implement technical services cataloging and work flow procedures involving technologies;

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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 within 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;

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.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

**TERISTICS**: 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

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and experiential levels; skill and accuracy in the performance of technical library tasks; ability to train and supervise library staff; ability to plan and coordinate the work of others; 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 read, comprehend, and conduct research studies; tact and courtesy in dealing with staff and public.

**MINIMUM QUALIFICATIONS:** Master's 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 acceptable education practices, and four (4) years of professional library experience subsequent to receiving the 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 for appointment; 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.