

LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS:

This is a full performance position involving one or more aspects of specialized professional library work. Areas of responsibility may include technical or public services, circulation, or serving as the head of a small branch. The class differs from that of Librarian I by virtue of greater degree of independence, responsibility, and supervision, and from Librarian III in size of unit supervised. General supervision is received from a higher level librarian or administrative director. Supervision is exercised over the work of professional, paraprofessional, clerical and volunteer staff.

TYPICAL WORK ACTIVITIES:

Typical work activities for incumbents in this title include those listed below in addition to those work activities performed by lower level titles in this series. They are indicative of the level and types of activities performed by incumbents in this title. They are not meant to be all inclusive and do not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials;
2. Recommends, plans and implements new types of services based on patron needs;
3. Performs original cataloging and classification and may design appropriate systems of information organization and retrieval methods;
4. Develops and administers grants;
5. Provides reference and reader's advisory services to library users;
6. Performs difficult and involved informational and referral services;
7. Compiles bibliographies and functions as a subject specialist;
8. Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;
9. Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
10. Prepares statistical and narrative reports of activities, memoranda, and correspondence;
11. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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;

LIBRARIAN II (Cont'd)

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES: (Cont'd)

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;

Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS:

A 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, and two years of professional library experience subsequent to M.L.S.

SPECIAL REQUIREMENT:

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

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ADOPTED: 05/15/75

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