

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. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel.

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. Determines priorities in terms of material to be purchased and may implement collection evaluation systems;
2. Evaluates the effectiveness of the library's services in relation to the changing needs of the users;
3. Recommends plans for and implements new types of services;
4. Recommends policy for directly supervised and related service units;
5. Makes administrative decisions for assigned area;
6. Participates in staff selection and training as necessary;
7. Assists in the preparation of budget proposals and estimates for the assigned unit;
8. Reviews work performed by professional and non-professional personnel;
9. Assists in the preparation of budget estimates for the department or service unit;
10. Plans, implements and/or enhances library automation projects and services;
11. Develops policies for classification and subject cataloging of library materials and may implement technical services cataloging and work flow procedures involving technologies;
12. Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, and weeding of library materials;
13. Attends professional meetings;
14. Does related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES:

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 ages, educational and experiential levels;
Skill and accuracy in the performance of library tasks;
Ability to train and supervise the library staff;
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;
Physical condition commensurate with the demands of the position.

LIBRARIAN III (Cont'd)

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 four years of professional library experience subsequent to receiving the M.L.S.

SPECIAL REQUIREMENT:

Eligibility for a New York State Public Librarian's Professional Certificate at time of application for appointment; possession of Certificate at time of appointment.

AR0226

ADOPTED: 05/15/75 (Librarian III - Department Head)

REVISED: 11/21/85 12/15/98