



Librarian II

DISTINGUISHING FEATURES OF THE CLASS: This position performs professional librarian duties involving planning, directing and implementing a functional area of the library such as the Teen Space, Genealogy or Children's area. The Librarian II also acts as one of the primary reference staff. The work is performed under the general supervision of the Library Director with leeway allowed for use of independent judgment in carrying out the details of the work. Performs related work as required.

TYPICAL WORK ACTIVITIES:

- Provides reference and readers' advisory services and instruction to library users;
- Performs online searching and trains patrons in online searching skills;
- Answers reference questions for library users and staff;
- Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and non-book materials;
- Develops and conducts library programs, tours, book talks and multi-media programs
- Designs and prepares publicity materials and library instruction materials;
- Serves as a liaison for library services to community groups and/or other libraries;
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;
- Prepares statistical and/ or narrative reports, memoranda, and correspondence;
- Creates and maintains certain portions of the library webpage and Facebook pages;
- May supervise volunteers and clerical staff.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

- Good knowledge of modern library organizations, procedures, policies, aims and services of library science;
- Good knowledge of online database systems;
- Good knowledge of bibliographic tools and sources;
- Good knowledge of library materials and collection issues;
- Good knowledge of computer technology, Office and circulation system software;
- Knowledge of and ability to carry out library policies and procedures;

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES: (continued)

- Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly;
- Ability to plan and implement library information programs and services;
- Ability to carry out assignments independently;
- Ability to get along well with others;
- Ability to assign and review the work of others;
- Ability to express ideas clearly and effectively, both orally and in writing to groups and individuals;
- Ability to perform close detailed work;

- Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's Degree in Library Science from a library school that is accredited by the American Library Association and one (1) year of professional library experience.

SPECIAL NECESSARY REQUIREMENT: Eligibility for a New York State Public Librarian's Professional Certificate at time of application. Possession of certificate within six (6) months of appointment.

Classification history:

Revised 6/20/06; 7/21/2015