



Librarian III

Job Specification
Classification: Competitive
Series: Professional Library

DISTINGUISHING FEATURES OF THE CLASS: This work involves serving as the head of a major functional area of the library such as Adult and/or Reference. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under the general supervision of the Library Director with considerable leeway allowed for the use of independent judgment in carrying out the details of the work. Supervision is exercised over professional and non-professional staff and volunteer personnel. Serves as the Library Director III in his/her absence. Does related work as required.

TYPICAL WORK ACTIVITIES:

- Performs the most difficult and involved informational, reference and referral service or cataloging for library users and staff;
- Evaluates the effectiveness of the library's services in relation to changing user needs;
- Provides reference and reader's advisory services and instruction to library users;
- Recommends, plans for and implements new types of services;
- Recommends policy for directly supervised and related -departments;
- Performs varied and/or specialized professional library work in collection development, including acquisitions, evaluation and selection, barcoding, discarding, weeding, and withdrawal of books and non-book materials;
- Assists in the preparation of budget proposals for departments;
- Plans and implements library programs and prepares publicity materials;
- Represents the library at community, group and library meetings;
- Develops and conducts programs, tours, book talks and multi-media programs;
- Designs and prepares publicity materials and library instruction materials;
- Prepares statistical and/or narrative reports, memoranda and correspondence;
- Creates and maintains certain portions of the library webpage and Facebook pages;
- Keeps informed of professional developments in specialized library and administration fields through attendance in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
- Supervises volunteers, clerical and/or professional staff;
- May participate in staff selection.

FULL PERFORMANCE KNOWLEDGE, SKILLS AND ABILITIES

- Thorough knowledge of modern principles and practices of library science;
- Thorough knowledge of bibliographic tools and sources;
- Thorough knowledge of on-line database systems;
- Thorough knowledge of library materials and collection issues;
- Thorough knowledge of modern library organizations, procedures, policies, aims and services;
- Thorough knowledge of computer technology, Office and circulation system software;
- Thorough knowledge of and ability to carry out library policies and procedures;
- Good knowledge of library administration practices;
- Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly;

- Ability to train and supervise library staff;
- Ability to plan and coordinate the work of others;
- Ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community;
- Ability to express ideas clearly and effectively, both orally and in writing to groups and individuals;
- Ability to perform close detailed work;
- Ability to exercise leadership and motivate others;
- 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. Five (5) years of professional librarian experience, two (2) of which must have been in a supervisory capacity.

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