

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. Does related work as required.

TYPICAL WORK ACTIVITIES:

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 a branch or major department head;
Recommends policy for directly supervised and related service units;
Makes administrative decisions for assigned area;
Participates 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;
Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation, and selection, and weeding of library material;
Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;
Serves as liaison for library services with community groups and other libraires;
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, and reviewing reports;
Keeps informed of professional developments through participation in professional organizations, system meeting, workshops, continuing education courses and reading professional materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

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 bibliographic tools and sources;
Good oral and written 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 train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to exercise leadership and motivate 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;
Ability to perform close detail work;
Ability to exercise leadership and motivate others;
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 years of professional library experience subsequent to receiving the MLS.

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.

R375 2/11/09 (12/9/22)

COMPETITIVE