

## **LIBRARIAN II**

**DISTINGUISHING FEATURES OF THE CLASS:** The incumbent directs and supervises a department or branch location of the Albany Public Library. The incumbent selects materials and plans programs to meet the needs of the patrons and may perform reference services. The Librarian II participates in staff selection, training, evaluation, scheduling and/or discipline of employees. General supervision is received from a higher level librarian or administrator. Supervision is exercised over the work of other personnel.

### **TYPICAL WORK ACTIVITIES:** (Illustrative Only)

- Provides reference and reader advisory services to library users and instructs public in proper use of library resources;
- Compiles bibliographies;
- Answers reference questions for library users and staff;
- Performs on-line computer searches of databases;
- Performs original cataloging and classifications;
- Supervises the work of clerical, paraprofessional, professional and volunteer personnel, including scheduling and time-card approval;
- Assigns duties, supervises and evaluates departmental or unit staff;
- Recommends, plans and implements new types of services;
- Performs difficult and involved informational and referral services;
- 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 maintains library materials collections;
- Develops and conducts programs of tours, book talks, multi-media programs, story and picture book hours;
- Serves as a liaison with 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 narrative reports of activities, memoranda, correspondence and/or publicity materials;
- Arranges special library theme displays;
- Arranges for and processes inter-library loans;
- Prepares new book and non-book materials for circulation;
- Participates in the implementation and/or enhancement of library automation;
- Assists in the preparation of budget proposals and estimates for the assigned area unit, and coordinates the spending thereof;
- Performs stack maintenance;

- Enters and retrieves information in an automated information system;
- Performs related work as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

- Good knowledge of modern library organizations, procedures, policies, aims and services;
- Good knowledge of modern principles and practices of library science;
- Good knowledge of bibliographical tools and sources;
- Good knowledge of on-line database systems;
- Good knowledge of personal computers and office equipment;
- Skill in the performance of technical library tasks;
- Ability to carry out assignments independently;
- Ability to comprehend users' needs quickly and accurately;
- Ability to get along well with others;
- Ability to express ideas clearly and effectively, both orally and in writing;
- Ability to read and comprehend written material;
- Ability to perform close detailed work;
- Ability to lift objects such as books, supplies and files;
- Ability to prepare statistical reports involving computation using fractions, decimals and percentages;
- Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:**

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree\* in Library Science, Information Services or equivalent and two (2) years of professional library experience in a library of recognized standing.

**SPECIAL REQUIREMENT:**

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

**NOTE:**

Position may require ability to work Saturdays, Sundays, and holidays; and able to work shift assignments during the day, evening and nights.

Adopted: 4/27/04  
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10/24/17  
1/16/19