

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS: The incumbent directs and supervises two or more branch libraries. The incumbent selects materials and plans programs to meet the needs of the patrons and may perform reference services. The Librarian III participates in staff selection, training, evaluation and/or discipline of employees. General supervision is received from the Library Director or his/her designee. Supervision is exercised over the work of other library personnel.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

- Evaluates and selects materials for acquisition;
- Performs the most difficult and involved informational, reference, referral or cataloging services;
- Evaluates the effectiveness of the library's services in relation to the changing needs of the users using budget and statistical analysis;
- Recommends plans for and implements new types of services;
- Recommends policy for directly supervised and related service units;
- Makes administrative decisions for assigned area;
- Directs the work of professional, paraprofessional, clerical and volunteer personnel, including scheduling and time-card approval;
- Participates in staff selection and training as necessary;
- Reviews work performed by professional and non-professional personnel;
- Assists in the preparation of budget proposals and estimates for the assigned area unit;
- Represents the library at community and group meetings;
- Develops and conducts programs for community groups;
- Keeps informed of developments in specialized library and administration fields;
- Performs on-line computer searches of databases;
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;
- Coordinates with facilities department to identify and address facility's needs;
- May plan public relation programs and prepare publicity materials;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

- Thorough knowledge of modern principles and practices of library science;
- Thorough knowledge of on-line database systems;

- Thorough knowledge of the applications of computer technology to library operations;
- Good knowledge of modern library organizations, procedures, policies, aims and services;
- Good knowledge of library administration practices;
- Ability to carry out library policies;
- Ability to comprehend user needs quickly and accurately;
- 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;
- Ability to read and comprehend written material;
- Ability to perform close detail work;
- Ability to exercise leadership and motivate others;
- 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 three (3) years of paid fulltime professional library experience in a library of recognized standing, one (1) year of which must have been in an administrative** capacity over a complex operation.

*Minimum qualifications are in accordance with New York State Education Department Division of Library Development.

**Administrative capacity is defined as spending the entire workweek planning, organizing, budgeting/allocating funds, staffing and communicating.

SPECIAL REQUIREMENT:

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

SPECIAL NOTE:

A valid NYS Driver's License is required at the time of appointment and for the duration of employment.

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
 Revised: 7/25/12
 1/16/19