

LIBRARIAN II (CHILDREN'S SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional librarianship work which involves responsibility for developing, planning, directing and supervising programs for pre-school and school-aged children. The duties may include some aspects of administration. The work is performed under the general supervision of a higher-level Librarian, Assistant Library Director or the Library Director and supervision is exercised over the work of professional and non-professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers library policies in the operation of children's services;
Performs varied or specialized library work requiring considerable knowledge and application of library science and experience in collection development including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and other materials in children's services;
Performs classification of children's books and media collections;
Researches, plans and implements changes and new types of services in children's services;
Arranges, directs, evaluates, presents and publicizes a broad and substantial number of children's programs and activities within and/or outside the library;
Supervises professional and clerical staff (e.g., prepares work schedules, assigns work, approves time off request, trains, evaluates performance, etc.);
Represents the library at community and group meetings and in the development of community contacts;
Keeps informed of and shares information about professional developments, library trends and technology through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;
Assists with administrative tasks such as budgeting and preparing grant proposals;
Maintains and compiles statistical data related to library functions;
May design appropriate systems to organize and retrieve information.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of current principles, practices, technology and trends in library science, particularly as it applies to children's services; thorough knowledge of database systems; thorough knowledge of bibliographical tools and sources; thorough knowledge of the literature appropriate for children's services; good knowledge of current library organizations, procedures, policies, aims, initiatives and services; good knowledge of the application of computer technology to library operations*; working knowledge of library administration including supervision; skill in the performance of technical library tasks; ability to function as a team member in the planning and implementation of library projects; ability to carry out assignments independently; ability to express ideas clearly and effectively both orally and in writing; ability to read and comprehend library literature and research; ability to think critically and understand the needs of library patron and groups to prescribe information or materials accordingly; ability to supervise the work of others; ability to get along well with others and to participate effectively in the cultural and intellectual activities of the community; ability to read and comprehend research studies; ability to display initiative when dealing with the library's mission, goals and plan of service; ability to exhibit tact, courtesy, cultural sensitivity and good customer service in dealing with staff and the public.

(over)

MINIMUM QUALIFICATIONS:

1. Possession of a graduate library degree from a library school located within New York State which is registered by the State Education Department, or from a library school program which is accredited by the American Library Association and two (2) years of professional library experience**, one (1) year of which must have been in children's services in a public library; and
2. Possession of a valid New York State Librarian's Professional Certificate.

SPECIAL REQUIREMENTS:

1. New York State Librarian's Professional Certificate must be maintained throughout the course of employment in this title.
2. It shall be the responsibility of the appointing authority to ensure compliance with the New York State Board of Regents Commissioner's Regulations and any other New York State Education Department requirements for New York State public librarians.

*To be demonstrated during probationary period.

**Professional library experience shall be defined as experience attained after either receipt of the New York State Librarian's Professional Certificate or receipt of a graduate library degree.