

## **LIBRARIAN II**

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a specialized nature involving responsibility for one or more professional phases of library work including technical, public services and/or circulation. The incumbent may act as department head or head of a small branch. The work is performed under the general supervision of a higher level Librarian or the Library Director and supervision is exercised over professional and nonprofessional employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

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;  
Performs difficult and involved informational reference, reader's advisory, referral services and technology instruction;  
Performs classification and cataloging of the library collection and may design appropriate systems of information organization and retrieval methods;  
Administers library policies as they relate to library materials, staff and patrons;  
Researches, plans and implements changes in and new types of services based on patron needs;  
Arranges, directs, evaluates, presents and publicizes a broad and substantial number of programs and activities within and/or outside the library;  
Participates in staff training and, as necessary, supervises and evaluates the work of subordinate professional and clerical staff;  
Represents the library at community and group meetings and in the development of community contacts;  
Keeps informed of professional developments, library trends and technology through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

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

Thorough knowledge of current principles, practices, technology and trends in library science; thorough knowledge of database systems; thorough knowledge of bibliographical tools and sources; thorough knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of current library organizations, procedures, policies, aims, initiatives and services; good knowledge of the application of computer technology to library operations\*; good oral communication skills with individuals and groups of varying age, education and experience levels; 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 to groups and individuals; ability to read and comprehend library literature and research; ability to think critically and understand the needs of library patrons and groups to prescribe information or materials accordingly; ability to get along well with others and to participate 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 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\*\*; and
2. Possession of a valid New York State Librarian's Professional Certificate.

**SPECIAL REQUIREMENT:** 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.

**PROMOTION:** Two (2) years of permanent competitive class status as a Librarian I.

\*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.