

LIBRARIAN III (CHILDREN'S SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is administrative and professional librarianship work involving responsibility for supervising the work of the Children's Services unit of a public library which serves a population of 50,000 to 250,000. The incumbent has overall responsibility for the planning and directing of programs for pre-school and school-aged children as well as administration and policy implementation of the Children's Services unit to ensure efficient operation. The work is performed under the general supervision of the Library Director or Assistant Library Director and supervision is exercised over a number of professional and non-professional employees. Does related work as required.

TYPICAL WORK ACTIVITIES:

Makes administrative decisions for the department;
Recommends, plans and implements new types of services;
Participates in staff selection by conducting interviews and making recommendations;
Supervises professional and clerical staff (e.g., prepares work schedules, assigns work, approves time off request, trains, evaluates performance, etc.);
Performs the most difficult and involved informational, reference and referral service or cataloging;
Plans, publicizes, recommends and evaluates programs and services to meet the changing needs of the community;
Recommends policy for the Children's Services department and related service units and updates policy and procedural manuals;
Selects materials for acquisition with attention to age of readers, cultural diversity and appropriateness, etc.;
Develops, assigns and conducts programs for community groups;
Assists in the preparation of budget estimates for the department;
Develops and administers grants and grant programs;
Prepares and submits statistical and narrative reports, memoranda and correspondence;
Keeps informed of developments in the specialized field of work;
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;
Represents the department at staff meetings and represents the library at community and group meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of current principles, practices, technology and trends in library science, particularly as applicable 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; thorough knowledge of current library organizations, procedures, policies, aims, initiatives and services; good knowledge of library administration including supervision; good knowledge of the application of computer technology to library operations*; 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 understand the needs of library patrons 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

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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.

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 four (4) years of professional library experience**, two (2) years 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.

PROMOTION: One (1) year of permanent competitive class status as a Librarian II (Children's Services).

*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.