

## **LIBRARIAN III**

**DISTINGUISHING FEATURES OF THE CLASS:** This position involves responsibility for professional supervision of the work of a major library unit, such as Technical Services, Collection Development, Adult Services or Children's Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to ensure efficient operation. The work is performed under the general supervision of the Library Director and supervision is exercised over professional and non-professional employees. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Recommends, plans for and implements new types of services;  
Supervises subordinate professional and non-professional personnel by making assignments, observing work activity and reviewing reports;  
Functions as branch or major department head;  
Makes administrative decisions for the department or unit;  
Participates in staff selection and training as necessary;  
Plans, implements and/or enhances library automation projects and services;  
Develops policies for classification and subject cataloging and work flow procedures involving technologies;  
Performs varied and/or specialized professional library work in collection development including acquisition, evaluation and selection, and weeding of library materials;  
Performs the most difficult and involved informational, reference and referral service, technical instruction or cataloging;  
Plans, publicizes, recommends and evaluates programs and services;  
Recommends policy for directly operated and related service units;  
Determines priorities in terms of materials for acquisition and may implement collection evaluation systems;  
Develops and conducts programs, tours, book talks, multi-media programs and story and book hours;  
Assists in the preparation of budget estimates for the department or service unit;  
Develops and administers grants and grant programs;  
Plans public relation programs and prepares marketing materials;  
Performs database searches and instructs customers on searching databases;  
Prepares and submits statistical and narrative reports of activities, memoranda and correspondence;  
Keeps informed of developments in the specialized field of work;  
Keeps informed of professional developments, library trends and technology through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;  
May represent the library at community and group meetings and serves as a liaison with community groups and other libraries.

(over)

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

Comprehensive knowledge of current principles, practices, technology and trends in library science; comprehensive knowledge of the application of computer technology to library operations\*; thorough knowledge of current library organizations, procedures, policies, aims, initiatives and services; thorough knowledge of database systems; thorough knowledge of bibliographical tools and sources; thorough knowledge of library materials; good knowledge of library administrative practices; good oral and written communication skills with individuals and groups of varying age, educational and experiential levels; skill in the performance of technical library tasks; ability to carry out library policies; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to think critically and understand the needs of library patrons and groups to prescribe information or materials accordingly; ability to read, comprehend and conduct library research studies; ability to evaluate situations, meet people easily and participate effectively in the cultural and intellectual activities of the community; 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.

**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 satisfactory 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:** One (1) year of permanent competitive class status as a Librarian II.

\*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.