

## **LIBRARIAN II**

Code No.: 3-18-118

COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional library position which involves work of a specialized nature in one or more aspects of library service. This employee works under general supervision of, and reports directly to, a professional librarian. General supervision may be exercised over the work of Librarians I and non-professional staff members. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (All need not be performed in a given position. Other related activities may be performed although not listed):

Recommends, plans and implements new types of services based on patrons needs;

Assigns duties, supervises and evaluates departmental or unit staff;

Implements and/or enhances library automation projects and services;

Provides reference and reader's advisory services to library users;

Performs original cataloging and classification and may design appropriate systems of information organization and retrieval methods;

Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials;

Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;

Develops and administers grants;

Compiles bibliographies and functions as a subject specialist;

Performs on-line database searches and search training;

Serves as a liaison for library services to community groups and/or other libraries;

Designs and produces public relations and library instruction materials;

Prepares statistical and narrative reports of activities, memoranda, and correspondence;

Supervises the work of professional, paraprofessional, clerical and volunteer personnel;

Keeps informed of professional development through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional manuals.

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

Good knowledge of modern principles and practices of library service; good knowledge of bibliographical tools and sources; good knowledge of library materials; good knowledge of on-line database systems; good knowledge of the applications of computer technology to library operations; skill and accuracy in the performance of technical library tasks; ability to communicate effectively both orally and in writing; ability to carry out assignments independently; ability to comprehend users' needs quickly and accurately; ability to read and comprehend library literature and research; ability to get along well with others; ability to meet people easily and participate in the cultural and intellectual activities of the community; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices and two (2) years paid full-time or its part-time equivalent professional library experience subsequent to Master's in Library Science.

**NOTE:** Some universities have renamed their programs and no longer designate the degree as a Master's in Librarianship or Library Science. Contact the New York State Library's Division of Library Development for assistance.

**SPECIAL REQUIREMENT:** Possession of a New York State Public Librarian's professional certificate at time of appointment.

REVISED: June 19, 1987  
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