

## LIBRARIAN III

Code No.: 3-18-119  
COMPETITIVE

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional supervisory position responsible for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. The Librarian III is responsible for the coordination, administration and policy implementation for the assigned area to ensure efficient operation. The employee reports directly to and works under the general supervision of a Library Director. General supervision may be exercised over the work of professional 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):

Determines priorities in terms of material to be purchased and may implement collection evaluating systems;

Evaluates the effectiveness of the library's services in relation to the changing needs of the users;

Recommends plans for and implants new types of services;

Functions as branch or major department head;

Recommends policy for directly supervised and related service units;

Makes administrative decisions for assigned area;

Participates in staff selection and training as necessary;

Assists in the preparation of budget proposals and estimates for the assigned unit;

Plans, implements and/or enhances library automation projects and services;

Develops policies for classification and subject cataloging of library materials and may implement technical services cataloging and workflow procedures involving technologies;

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

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

Serves as liaison for library services with community groups and other libraries;

Develops and administers grants and grant programs;

Plans public relation programs and prepares publicity materials;

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

Performs on-line database searches and search training;

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

Supervises subordinate professional and clerical staff by making assignments, observing week activity, and reviewing reports;

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

**FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:** Thorough knowledge of modern principles and practices of library science; thorough knowledge of the applications of computer technology to library operations; thorough knowledge of modern library organizations, procedures, policies, aims and services; thorough knowledge of on-line database systems; good knowledge of library administrative practices; good knowledge of library materials; skill and accuracy in the performance of technical library tasks; ability to communicate effectively both orally and in writing; ability to carry out library policy; ability to comprehend users' needs quickly and accurately; ability to train, supervise and evaluate the work of the staff; ability to communicate effectively both orally and in writing; 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:** Graduation from a regionally accredited or New York State registered college or university with 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 acceptable education practices, and four years of professional library experience subsequent to receiving the MLS.

**SPECIAL REQUIREMENTS:**

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

**SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES**

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: June 19, 1987

REVISED: November 5, 1998