

Jurisdictional Class: Competitive
Adopted: January 22, 1980
Revised: October 9, 2014

LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: This is a professional library position involving specific responsibility, under limited supervision, for one or more professional aspects of library work. This position requires a strong commitment to excellence in public service. Supervision may be exercised over the work of Librarians I and non-professional staff members and volunteers. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, develops, and conducts programs for community groups and member libraries;
Performs collection development in all formats in selected subject areas;
Requests expenditures and/or purchases within pre-approved budgetary constraint;
Participates in the preparation of annual budget request in assigned area;
Assists in research and writing of state, federal, and private grant applications;
Prepares statistical and narrative reports as required;
Participates in creating a plan of service and in setting annual service priorities, goals and objectives;
Performs copy cataloging and classification;
May supervise and evaluate annually work performed by professional and non-professional personnel;
Compiles bibliographies;
Writes newsletter articles in assigned area of library service;
Performs difficult and involved informational and referral services using traditional and electronic resources;
Acts as a consultant to member libraries and their boards;
Acts as liaison with the State Library;
Compiles and conducts workshops for library staff;
Travels to member libraries in the area of service, if required;
Keeps informed of professional developments and advances in technology including different formats of materials;
Attends professional meetings and workshops;
Performs more complex functions and trains others in ILS (Integrated Library System) and appropriate computer applications;
Revises and corrects the work of clerical staff and volunteers.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Good knowledge of bibliographical tools and sources;
Broad knowledge of current library methods and procedures;
Basic knowledge of library computer applications;
Ability to carry out assignments independently;
Ability to communicate effectively, both orally and in writing, to children and adults;
Ability to function as a team member in the planning and implementing of library projects;
Ability to get along well with others;
Ability to meet people easily and participate in the cultural and intellectual activities of the community;
Strong commitment to excellence in public service;
Initiative in making constructive suggestions for improvements in services and collections;
Sound judgment.

Librarian II

MINIMUM QUALIFICATIONS: Possession of a New York State Public Librarian's Professional Certificate and two (2) years of satisfactory professional library experience in a library of recognized standing acquired after possession of Librarian's Professional Certificate.

SPECIAL REQUIREMENT: Certain assignments made to employees in this class will require reasonable access to transportation to meet field work requirements made in the ordinary course of business in a timely and efficient manner.