

Jurisdictional Class: Competitive
Adopted: February 7, 2008
Revised: October 9, 2014

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS: This is a professional library position involving responsibility for professional supervision of the work in a major library department or unit in a library servicing a population of 50,000 to 250,000. This position requires a strong commitment to excellence in public service. Work is performed under general supervision. Supervision is exercised over the work of professional and non-professional associates. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Plans, develops, coordinates, and conducts programs for community groups and member libraries;
Performs collection development in all formats in selected subject areas;
Recommends library policies;
Requests expenditures and/or purchases within pre-approved budgetary constraint;
Prepares annual budget request in assigned areas;
Searches for and writes state, federal, and private grant applications;
Prepares and analyses statistical and narrative reports;
Participates in creating a plan of service and in setting annual service priorities, goals, and objectives;
Performs original cataloging and supervises copy cataloging and classification of all formats;
Supervises and evaluates annually work performed by professional and non-professional personnel;
Compiles bibliographies;
Writes and edits newsletters in assigned area of library service;
Performs more 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;
Plans, coordinates, and conducts workshops for member library boards of trustees and 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;
Uses, recommends, and trains others in ILS (Integrated Library System) and appropriate computer applications;
Revises and corrects the work of clerical staff, volunteers, and professional employees.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Thorough knowledge of library methods and procedures;
Thorough knowledge of library computer applications;
Good knowledge of library administrative practices;
Good knowledge of library material;
Ability to carry out library policies;
Ability to function as a team member in planning and implementing of library projects;
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;

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Ability to evaluate situations, meet people easily and participate effectively in the cultural and intellectual activities of the community;

Ability to express oneself clearly and concisely both orally and in writing;

Strong commitment to excellence in public service;

Initiative in making constructive suggestions for improvements in services and collections;

Sound judgment.

MINIMUM QUALIFICATIONS: Possession of a New York State Public Librarian's Professional Certificate; and four (4) years of satisfactory professional library experience in a library of recognized standing acquired after possession of the 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.