

NEWBURGH ENLARGED CITY SCHOOL DISTRICT  
DATE AMENDED: DECEMBER 14, 1993

## **LIBRARIAN II**

### **DISTINGUISHING FEATURES OF THE CLASS:**

The work involves performance of librarian duties in an assigned unit and generally involves planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. General supervision is received from a higher level librarian or administrative director. Supervision is exercised over the work of professional, para-professional, clerical and volunteer staff. Does related work a required.

### **TYPICAL WORK ACTIVITIES: (ILLUSTRATIVE ONLY)**

Recommends, plans and implements new types of services based on patron 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 books and non-book materials; Develops and conducts programs, tours, book talks, multimedia 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 developments through participation in professional organizations, meetings, workshops, continuing education courses and reading professional materials.

### **FULL PERFORMANCE KNOWLEDGES, SKILLS AND ABILITIES:**

Thorough knowledge of modern principles and practices of library science; Thorough knowledge of on-line database systems; Thorough knowledge of bibliographic tools and sources; Thorough knowledge of library materials and collection issues for specific subject area if functioning as a subject specialist; Good knowledge of modern library organizations, procedures, policies, aims and services; Good oral communication skills with individuals and groups of varying age, educational and experiential levels; Skill and accuracy in the performance of technical library tasks; Ability to perform as a team member in the planning and implementation of automation or other library programs; Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; Ability to carry out library policies and procedures independently; Ability to read and comprehend library literature and research; Ability to express ideas clearly and effectively both orally and in writing to groups and to

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individuals; Ability to plan, coordinate and supervise the work of others; Tact and courtesy in dealing with staff and public.

### **MINIMUM QUALIFICATIONS:**

Masters Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following accepted education practices and two years of professional library experience subsequent to MLS.\*

### **SPECIAL REQUIREMENT FOR APPOINTMENT:**

Possession of NYS Public Librarian's professional certificate.

\*(Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the NYS Dept. of Education's Division of Library Development for assistance.)