

NEWBURGH ENLARGED CITY SCHOOL DISTRICT
November 2, 1993

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS:

The work involves overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Determines priorities in terms of material to be purchased and may implement collection evaluation systems; Evaluates the effectiveness of the library's services in relation to the changing needs of the users; Recommends plans for and implements 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 work flow procedures involving technologies; Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, and weeding of book and non-book materials; Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours and does grant administration; 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 work activity, and reviewing reports; Keeps informed of professional developments through participation in professional organizations, meetings, workshops, continuing education courses and reading professional materials.

MINIMUM QUALIFICATIONS TO APPLY:

Master's 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 four years of professional library experience subsequent to receiving MLS.

SPECIAL REQUIREMENT FOR APPOINTMENT: Possession of NYS Public Librarian's professional certificate.