

## LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: This is work of a specialized nature involving specific responsibilities, for one or more professional aspects of library work. This work involves the performance of Librarian duties and generally involves planning, directing and may include the supervision of a specialized unit such as circulation, technical or children's services. Supervision may be exercised over the work of professional, para-professional, clerical and volunteer staff. General supervision is received from a higher-level librarian or assistant director. Does related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative Only)

Assists patrons in finding desired information or resources and furnishes information on library activities, facilities and services;  
May provide supervision over professional, para-professional, clerical and volunteer staff;  
Assigns duties, supervises and evaluates departmental or unit staff;  
Identifies and recommends training needs;  
Recommends, plans, and implements new types of services based on patron needs;  
Provides input to policy development and revision;  
Participates in the implementation of new technologies;  
Performs original cataloging and classifications;  
Performs varied and/or specialized professional library work in collection development and collection maintenance;  
Develops and administers grants;  
Performs difficult and involved informational and referral services;  
Serves as a liaison with community groups and/or other libraries;  
Compiles bibliographies, instructional aids and web links;  
Develops and conducts programs for community groups;  
Prepares accurate and informative statistics, subject and other reports containing findings, conclusions and recommendation;  
Assists in the preparation of budgets;  
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

### FULL PERFORMANCE, REQUIRED KNOWLEDGES, SKILLS, ABILITIES AND

PERSONAL CHARACTERISTICS: Through knowledge of modern principles and practices of library science; thorough knowledge of online database systems; thorough knowledge of bibliographical tools and sources; thorough knowledge of library materials and collections issues for a specific area if functioning as a subject specialist; good knowledge of modern library organizations, procedures, policies, aims and services; good knowledge of the applications of computer technology to library operations; 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 function as a team member in the planning and implementation of library projects; ability to carry out assignments independently; ability to express ideas clearly

and effectively both orally and in writing to groups and individuals; ability to read and comprehend library literature and research; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to read and comprehend research studies; ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: A Master's Degree in Librarianship from a library school that is accredited by the American Library Association or registered by the NYS Education Department AND two (2) years of professional library experience.

SPECIAL REQUIREMENTS: Eligibility for a NYS public librarian's professional certificate at time of application for appointment. Possession of certificate at time of appointment.

PO Resolution 87-144 Adopted 8/25/87  
Revised PO Res 2017-50 5/16/17  
Revised 5/8/18 PO Res 2018-34