

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS: The work involves serving as the head of a major functional area of the library Branch, Reference 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 or his/her designee. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates and selects materials for acquisition;
Performs the most difficult and involved informational, reference and referral service or cataloging;
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;
Recommends policy for directly supervised and related service units;
Makes administrative decisions for assigned area;
Supervises the work of professional, paraprofessional, clerical and volunteer personnel;
Participates staff selection and training as necessary;
Reviews work performed by professional and non-professional personnel;
Assists in the preparation of budget proposals and estimates for the assigned area unit;
Represents the library at community and group meetings;
Develops and conducts programs for community groups;
Keeps informed of developments in specialized library and administration fields;
Performs on-line computer searches of databases;
Keeps informed of professional developments and attends professional meetings;
May plan public relation programs and prepare publicity materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of library science;
Thorough knowledge of on-line database systems;
Thorough knowledge of the applications of computer technology to library operations;
Good knowledge of modern library organizations, procedures, policies, aims and services;
Good knowledge of library administration practices;

Ability to carry out library policies;
Ability to comprehend users' needs quickly and accurately;
Ability to train and supervise library staff;
Ability to plan and coordinate the work of others;
Ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community;
Ability to express ideas clearly and effectively, both orally and in writing;
Ability to read and comprehend written material;
Ability to perform close detail work;
Ability to exercise leadership and motivate others;
Physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Possession of a Master's Degree in Library Science, Information Studies or other graduate library degree from a library school located in New York State which is registered by the New York State Department of Education or a library school program which is accredited by the American Library Association, and four years of professional library experience in a library of recognized standing.

SPECIAL REQUIREMENT: Possession of a New York State Public Library Professional certificate at time of appointment.

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COMPETITIVE