

LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for the performance of professional librarian duties. This full performance position involves the professional and technical work of an experienced librarian and may involve supervision of professional and non-professional staff and administrative responsibility as determined by a library director. Work is performed under the general supervision of a higher level professional librarian or library director with leeway allowed for the exercise of professional independent judgement. The class differs from that of Librarian I in that this is a higher level position involving a higher level of technical expertise and broader responsibility. Supervision may be exercised over subordinate library personnel including Librarian I. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Plans and recommends new types of services;

May assist in preparation of budget estimates;

May participate in staff selection process;

May conduct staff meetings;

May perform the duties of Library Director I in her/ his absence;

May perform a variety of library administrative duties;

May make recommendations on and administer personnel policies;

Represents the library at community and group meetings;

Attends professional meetings and workshops;

Incumbents supervise and/ or participate in the following:

Provides reader's advisory and guidance services;

Performs cataloguing and classification of materials;

Answers reference questions;

Compiles bibliographies and designs promotional material about library services and programs;

Conducts book talks, multimedia programs, story and picture book hours, computer orientations, and plans programs utilizing the community and its' resources;

Visits schools and/ or community groups to conduct book talks, story telling, etc.;

Keeps informed of professional developments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Good knowledge of library techniques; good knowledge of library materials; ability to carry out library policies; working knowledge of library administrative practices; 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; ability to exercise leadership and motivate others; 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; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Masters degree in Library Science and two (2) years of professional full time or its part time equivalent experience in a library of recognized standing.

Special Requirement: Possession of a New York State Public Librarian's professional certificate at time of appointment.

ULSTER COUNTY
4010 LIBRAR II
Classification: Competitive
OA

Adopted: July 17, 1990
Revised: May 1, 1992