

LIBRARIAN III

DISTINGUISHING FEATURES OF THE CLASS: The work involves the 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 or branch 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. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Determines priorities in terms of material to be purchased and may implement collection and evaluation systems;

Evaluates the effectiveness and comprehensiveness of department's or branch library's services and materials in relation to the changing needs of the users;

Recommends plans for and implements new types of services as warranted;

As required may function as branch or major department head;

Recommends policy for directly supervised and related areas or departments;

Makes administrative decisions for assigned areas or departments;

Participates in staff selection and training as necessary;

Assist in the preparation of budget proposals and estimates for an assigned area or department;

Plan, implements and/or enhances library automation projects and services;

Develops or assists in developing 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 as related to areas of training and expertise such as; collection development, acquisitions, evaluation and selection and weeding of library materials;

Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours.

Serves as liaison and advocate for library services with community groups and other libraries, which may include public relations activities/programs and preparation of publicity materials as assigned;

Develops and administers grants and grant programs as assigned;

Provides reference and reader's advisory services to library users;

Assists patrons locating library materials;

Assists patrons with public access computers, fax and copy machines;

Performs on-line data base 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, system meetings, workshops, continuing education courses and reading professional materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of library science and of modern library organization, procedures, objectives and services; Thorough knowledge of on-line database systems; Thorough knowledge of bibliographical tools and sources; Good knowledge of the applications of computer technology to library operations including library and windows office programs; Good oral and written communication skills with individual and groups of varying age, educational and experiential levels; Skill and accuracy in the performance of technical library tasks; Ability to train and supervise library staff; Ability to plan, coordinate and supervise the work of others; Ability to exercise leadership and motivate others; Ability to interact positively with patrons and staff and provide excellent customer service; Ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; Ability to read, comprehend and conduct research studies, Tact and courtesy in dealing with the staff and public.

MINIMUM QUALIFICATIONS: **Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices, **and** four (4) years of professional library experience subsequent to receiving the MLS.

AND

SPECIAL REQUIREMENT: Eligibility for a New York State Public Librarian's professional certificate at time of application for appointment; possession of certificate at time of appointment;

***** (Some universities have renamed their programs and no longer designate the degree as an MLS. Contact the New York State Library's Division of Library Development for assistance.)***

