

## LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: This is professional level librarian work involving performance of librarian duties and general responsibility for planning, directing and supervising a specialized unit such as reference and/or technical services. Work is performed under general direction of a Library Director. Supervision may be exercised over the work of professional, para-professional, clerical, and volunteer staff. Performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides reference and reader's advisory services to library users, Performs original cataloging and classification and may design appropriate systems of information organization and retrieval methods;

Performs on-line database searches and search training;

Designs and produces computer and library instruction materials;

May conduct computer classes based on patron needs;

Performs a variety of related activities as required.

*Typical Work Activities are intended only as illustrations of possible types of work that might be appropriately assigned to an incumbent of this title. Work activities that do not appear above are not excluded as appropriate work assignments, as long as they can be reasonably understood to be within the logical limits of the job.*

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL

CHARACTERISTICS: Thorough knowledge of modern principals and practices of library science, thorough knowledge of on-line database systems; thorough knowledge of bibliographical tools and sources, good knowledge of modern library organizations, procedures and 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 in the performance of technical library tasks, 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 understand the needs of library patrons and groups and to prescribe information or materials accordingly, ability to read and comprehend research studies, tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: A master's degree in library science from an American Library Association-accredited college or university, and two (2) years post-degree professional library experience in a library of recognized standing.

PLEASE NOTE: Education beyond the secondary level must be from an institution accredited or recognized by the Board of Regents of the New York State Department of Education as a post secondary, degree-granting institution.

SPECIAL REQUIREMENTS:

1. Eligibility for a New York State public librarian's professional certificate at time of application for appointment.
2. Possession of a New York State public librarian's professional certificate at time of appointment.

5/02; 4/06; 1/09; 3/10

Competitive Class