

LIBRARIAN II

DISTINGUISHING FEATURES OF THE CLASS: The work involves performance of librarian duties in an assigned unit and generally involves planning, directing and supervising a specialized unit such as circulation, technical or audio visual services. General supervision is received from the Library Director or Assistant Library Director. Supervision is exercised over other professional, para-professional, clerical, and volunteer staff. A Librarian II does related work as required.

TYPICAL WORK ACTIVITIES:

- Recommends, plans and implements new types of services based on patron needs;
- Assigns duties, supervises and evaluates departmental or unit staff;
- Implements and/or enhances library automation projects and services;
- 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 varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials.
- Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;
- Develops and administers grants;
- Compiles bibliographies and functions as a subject specialist;
- Performs on-line database searches and search training;
- Serves as a liaison for library services to community groups and/or other libraries;
- Designs and produces public relations and library instruction materials;
- Prepares statistical and narrative reports of activities, memoranda, and correspondence;
- Supervises the work of professional, paraprofessional; clerical, and volunteer personnel;
- 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: Thorough knowledge of modern principles and practices of library science; thorough knowledge of on-line database systems; thorough knowledge of bibliographical tools and sources; thorough knowledge of library materials and collections issues for a specific subject 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; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS:

Master's degree in library/Information Science from an accredited American Library Association institution, or recognized by the New York State Education Department as following accepted education practices **and** two years of professional library experience subsequent to Masters' degree.

SPECIAL REQUIREMENT: Eligibility for a New York State Public Librarian's professional certificate at time of application; must maintain license.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION

Adopted: 4/10/14