

**DEPARTMENT:** NORTH TONAWANDA LIBRARY  
**CLASSIFICATION:** COMPETITIVE  
**APPROVED:** MARCH 25, 2022

## **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 a higher level Librarian. Supervision is exercised over the work of professional, paraprofessional, clerical and volunteer staff. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

1. Recommends, plans and implements new types of services based on patron needs;
2. Assigns duties, supervises and evaluates departmental or unit staff;
3. Implements and/or enhances library automation projects and services;
4. Provides original cataloging and classification and may design appropriate systems of information organization and retrieval methods;
5. Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and non-book materials;
6. Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours;
7. Performs on-line database searches and search training;
8. Serves as a liaison for library services to community groups and/or other libraries;
9. Designs and produces public relations and library instruction materials;
10. Supervises the work of professional, paraprofessional, clerical and volunteer personnel;
11. Keeps informed of professional developments through participation in professional organizations, meetings, workshops, continuing education courses and reading professional materials;
12. Assists with the development and implementation of library budgets when assigned.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Thorough knowledge of modern principles and practices of library science; thorough knowledge of on-line database system; 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; thorough knowledge of the development & implementation of library budgets and the ability to comprehend and interpret budgetary information on a library profit & loss statement; 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 use modern computer equipment, related peripherals, and computerized software applications at an acceptable rate of speed and accuracy; ability to function as a team member in the planning and implementation of library projects; ability to apply information to strategic planning of library service & materials for the public; 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 comprehensive research studies; ability to plan, coordinate and supervise the work of others; tact and courtesy in dealing with staff and public; physical condition commensurate with the demands of the position.

### **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 accepted education practices **AND** two (2) years of professional library experience subsequent to MLS. (Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship. Contact the Department of Education's Division of Library Development for assistance.)

### **SPECIAL REQUIREMENT:**

1. Eligibility for a New York State Public Librarian's professional certificate at time of application;
2. Possession of certificate at time of appointment.