

LIBRARIAN II (CHILDREN'S SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work which involves responsibility for developing programs as well as supervising, planning and directing children's services of a public library. In libraries serving under 50,000 population (which are not provided a higher level of Librarian by the standard New York State staffing schedule), the scope of duties may include some aspects of administration. The work is performed under the general supervision of a higher level professional in the field. Supervision is exercised over the work of professional and other staff personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Administers library policies in the operation of children's services;
Performs varied or specialized library work requiring considerable knowledge and application of library science and experience in acquisition, evaluation and selection, discarding, weeding and withdrawal of books and other materials in children's services;
Performs original classification and cataloging of the children's books and media collections;
Researches and recommends changes in children's services;
Arranges, directs, evaluates, presents and publicizes a broad and substantial number of children's programs and activities within and/or outside the library;
Participates in staff training and, as necessary, supervises and evaluates the work of subordinate professional and clerical staff;
Represents the library at community and group meetings and in the development of community contacts;
Keeps informed of professional developments and attends professional meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of modern principles and practices of public library services, particularly as applicable to children's services; thorough knowledge of the literature appropriate for children's services; good knowledge of modern library organization, aims, policies and procedures; working knowledge of library administration including supervision; skill in the performance of technical library tasks; ability to carry out assignments independently; ability to comprehend user needs quickly and accurately; ability to get along well with others and to participate in the cultural and intellectual activities of the community.

MINIMUM QUALIFICATIONS: Professional certification as a Public Librarian by the New York State Department of Education, and two (2) years of professional library experience attained after receipt of either the certification or of a Master's degree from a library school recognized by the New York State Department of Education, one (1) year of which must have been in children's services in a public library.