

## **LIBRARIAN II (SCHOOLS)**

**DISTINGUISHING FEATURES OF THE CLASS:** This class of position involves professional and technical services in selecting, organizing, administering and maintaining an appropriate collection of books and other library materials for the use of students in a public school library. Additionally, professional and technical services may be required in the maintenance of a collection of professional books, periodicals, pamphlets and courses of training and study for the use of teachers and administrators. The work is performed under the general direction of a higher level school librarian or an educational administrator. Supervision or work direction may be given subprofessional support personnel. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Selects or coordinates the selection of books and other library materials;  
Catalogs and classifies library materials and books as may be necessary;  
Establishes shelving and storage arrangements;  
Oversees the processing of books and materials for library use;  
Establishes circulation procedures for all books and materials including systems for individual use, reserve and classroom collections, overdue returns, payments for lost items, etc.;  
Encourages the use of library through story hours, displays, exhibits and book talks;  
Orients new pupils and faculty to the library;  
Provides reference services to pupils and faculty;  
Compiles bibliographies and book lists;  
Trains and directs clerical workers, pupil assistants and adult volunteers;  
Initiates contacts with parents and school community groups to discuss library resources;  
Conducts annual inventories of all library resources;  
Evaluates and weeds obsolete and worn materials from collections;  
Keeps records and prepares reports reflecting library uses and needs.

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

Thorough knowledge of modern principles and practices of library services particularly as applicable to pupils in elementary and secondary schools; thorough knowledge of literature and other media materials appropriate for pupils in elementary and secondary schools; 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 pupils, parents and faculty.

**MINIMUM QUALIFICATIONS:** Professional certification by the New York State Department of Education as a Public Librarian, School Media Specialist, or School Media Specialist (Library) and two years (2) 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.