

LIBRARIAN III (CHILDREN'S SERVICES)

DISTINGUISHING FEATURES OF THE CLASS: This is professional work which involves responsibility for professional supervision, planning and directing the children's services of a public library which serves a population of 50,000 to 250,000. The work is performed under the general supervision of the library director. Supervision is exercised over a number of professional and non-professional associates. Does related work as required.

TYPICAL WORK ACTIVITIES:

Reviews work performed by professional and non-professional personnel, prepares evaluations, reviews all schedule changes and leave requests for approval, etc.;

Assigns duties to departmental staff and assists staff in developing professional skills;

Makes administrative decisions for the department;

Participates in staff selection by conducting interviews and making recommendations;

Performs the most difficult and involved informational, reference and referral service or cataloging;

Plans, publicizes, recommends and evaluates programs and services to meet the changing needs of the community;

Recommends policy for the children's services department and related service units and updates policy and procedural manuals;

Selects materials for acquisition with attention to age of readers, cultural diversity and appropriateness, etc.;

Develops, assigns and conducts programs for community groups;

Assists in the preparation of budget estimates for the department and appropriate grant proposals;

Submits monthly reports and other reports as requested;

Keeps informed of developments in the specialized field of work;

Keeps informed of professional developments and attends professional meetings;

Represents the department at staff meetings and represents the library at community and group meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of library techniques; good knowledge of library administrative practices; good knowledge of library materials; ability to carry out library policies; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to evaluate situations, meet people easily and participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections.

MINIMUM QUALIFICATIONS: Professional certification as a Public Librarian by New York State Department of Education, and four (4) years of satisfactory professional library experience in a library of recognized standing after acquiring a master degree from library school, two (2) years of which must have been in children's services in a public library.

PROMOTION: One (1) year of permanent competitive class status as a Librarian II (Children's Services).

R.C.D.P. (04.26.1996) 11.06.2015 - Job specification may be subject to further revision
Competitive