

Jurisdictional Class: Competitive  
EEO Category: Professionals  
Revised: 06/12/2023

## **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 or administrative director. Supervision is exercised over the work of professional, para-professional, clerical, and volunteer staff. The incumbent Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

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, 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.

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**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.

**MINIMUM QUALIFICATIONS:** Possession of Master's Degree in Librarianship (MLS)\* 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 after MLS.

\*Some universities have renamed their programs and no longer designate the degree as an M.L.S. Contact the NYS Library's Division of Library Development for assistance.

**SPECIAL REQUIREMENT:** Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.

**NOTE:** Degree(s) must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If the degree was awarded by an educational institution outside the United States and its territories, the candidate must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. Candidates will be required to pay the evaluation fee.

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