

## **GENESEE COUNTY**

### **LIBRARIAN II (HELP Program)**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a professional library position which involves work of a specialized nature in one or more aspects of library service. This employee works under general supervision of, and reports directly to, the Library Director. General supervision may be exercised over the work of Librarian I and non-professional staff members. Does related work, as required.

#### **TYPICAL WORK ACTIVITIES:**

Recommends, plans and implements new types of services based on patrons 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 and 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;  
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;  
May supervises the work of professional, paraprofessional, clerical and volunteer personnel;  
Keeps informed of professional development through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional manuals.

The above examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

#### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of modern principles and practices of library service; good knowledge of bibliographical tools and sources; good knowledge of library materials; good knowledge of on-line database systems; good knowledge of the applications of computer technology to library operations; skill and accuracy in the performance of technical library tasks; ability to communicate effectively both orally and in writing; ability to carry out assignments independently; ability to comprehend users' needs quickly and accurately; ability to read and comprehend library literature and research; ability to get along well with

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## **LIBRARIAN II (HELP Program)**

Page 2

### **FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS CONT'D:**

others; ability to meet people easily and participate in the cultural and intellectual activities of the community; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** A Master's Degree in Librarianship BY American Library Association or recognized by the or recognized by the New York State Education Department as following accepted education practices **AND** two (2) years paid full-time or its part-time equivalent professional library experience subsequent to Master's in Library Science.

**SPECIAL REQUIREMENT:** Possession of a New York State Public Librarian's professional certificate at time of appointment.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.