



Cayuga County Department of Human Resources and Civil Service Commission

JOB SPECIFICATION

Civil Service Title:	LIBRARIAN III
Jurisdictional Class:	Competitive
Civil Division:	Seymour Library
Adoption: CSM	08/11/93
Revised: CSM	12/13/17

DISTINGUISHING FEATURES OF THE CLASS:

The work involves overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. A Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to ensure efficient operation. Work is performed under general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, para-professional, clerical and volunteer personnel. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Determines priorities in terms of material to be purchased and may implement collection evaluation systems;
Evaluates the effectiveness of the library's services in relation to the changing needs of the users;
Recommends plans for and implements new types of services;
Develops policies for classification and subject cataloging of library materials and may implement technical services cataloging and work flow procedures involving technologies;
May function as branch or major department head;
Plans, implements and/or enhances library automation projects and services;
Conducts tours of the library for school and community groups;
Provides reference advisory, searching, bibliographic and reader assistance services to library clientele;
Recommends policy for directly supervised and related service units;
Makes administrative decisions for assigned area;
Supervises subordinate professional and clerical staff by making assignments, observing work activity, reviewing reports, etc.;
Participates in staff selection and training as necessary;
Assists in the preparation of budget proposals and estimates for the assigned area unit;
Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours and may do grant administration;
Represents the library at community and group meetings;
Develops and conducts programs for children's and community groups;
May plan public relation programs and prepare publicity materials;
Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;
May write articles or perform research which furthers the goals of the profession.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, PERSONAL CHARACTERISTICS:

Comprehensive knowledge of modern principles and practices of library science;
Comprehensive knowledge of on-line database systems;
Comprehensive knowledge of the applications of computer technology to library operations;
Comprehensive knowledge of modern library organizations, procedures, policies, aims and services;
Ability to think critically to understand the needs of library patron groups and to prescribe information or materials accordingly;
Ability to train and supervise 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;
Strong oral and written communication skills with individuals and groups of varying age, educational and experiential levels;
Ability to read, comprehend, and conduct research studies;
Ability to exercise leadership and motivate others.

MINIMUM QUALIFICATIONS:

A master's degree in library science, information studies or related field from a library school that is accredited by the American Library Association or registered by the New York State Education Department, AND three (3) years of professional library experience subsequent to receiving the master's degree.

SPECIAL REQUIREMENTS FOR ACCEPTANCE OF APPLICATIONS:

Eligibility for a New York State Public Librarian's Professional Certificate at time of application for appointment; possession of the certificate at time of appointment.