

Librarian I (Promotional) Tompkins County

Department: TCPL and other public libraries under our jurisdiction

Classification: Competitive

Labor Grade: 12

Approved: 4

Revised: 12/96; 10/99; 4/03; 3/06; 12/07; 2/12

By: AF, Commissioner of Personnel

QUALIFYING EXPERIENCE FOR TAKING THE PROMOTION EXAMINATION:

Admission to this promotional examination will be limited to current employees of the Tompkins County Public Library who currently

1. Hold and/or have held at least 6 months, competitive class status in the title of Library Assistant **AND**
2. Have a Master's degree in Library Science (MLS) or a Master's of Science in Information Science (MSIS) from a program that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

(Some universities have renamed their programs and no longer designate the degree as a Masters in Librarianship or even MLS. Contact the New York State Library's Division of Library Development for assistance.)

SPECIAL REQUIREMENTS:

*Eligibility for a New York State Professional Librarian Certificate at time of application. Possession of the Certificate at time of appointment. **Application forms for the Public Librarian Professional Certificate may be obtained by writing to the Division of Library Development, New York State Education Department, Cultural Education Center, Albany, NY 12230.***

DISTINGUISHING FEATURES OF THE CLASS

The work involves responsibility for basic level professional librarian duties. Employees in this class are expected to learn the specific applications of professional training by the performance of duties under the supervision of professional librarians in higher-level positions. Instructions may be issued at the beginning of each new assignment. Employees in this class are assigned work progressively more difficult as their knowledge and experience in the field broadens. Supervision may be exercised over library assistants, clerks, pages, and volunteers. Performs related work as required.

TYPICAL WORK ACTIVITIES

Provides reference services to library users, incorporating traditional and new technological methods;
Assists in collection development and maintenance;
Instructs the public in the use of library resources, including print and electronic resources;
May catalog and classify library materials;
Provides reader advisory services;
Assists in the development of new technologies;
May maintain the library web site;
Compiles bibliographies, instructional aids and web links;
Plans, schedules and arranges publicity for, and presents public programs and tours;
Serves as liaison for activities with community groups and/or other libraries;
Prepares statistical and/or narrative reports of activities, memorandums and correspondence;
Supervises the work of clerical, paraprofessional and volunteer personnel in specific tasks;
Keeps informed of professional developments and attends professional meetings and workshops;
May assist in the development of, planning for, or implementation of new library services;
May assist in the development of, planning for, or implementation of grants;

Assumes responsibility for library operations in accordance with the person-in-charge list.

KNOWLEDGE, SKILLS ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of contemporary principles, practices and trends in library and information science;
Good knowledge of bibliographic tools and sources;
Good knowledge of application of computer technology to library operations;
Working knowledge of contemporary library organizations, procedures, policies, aims and services;
Good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist;
Oral and written skills with individuals and groups of varying age, educational and experiential levels;
Skill and accuracy in the performance of technical library tasks;
Skill and accuracy in performing basic arithmetic functions;
Ability to train, supervise, evaluate and motivate library staff;
Ability to plan, coordinate and supervise the work of others;
Ability to participate in the cultural and intellectual activities of the community;
Ability to comprehend library literature and research;
Ability to carry out assignments independently;
Ability to comprehend users' needs quickly and accurately and provide information or materials accordingly;
Ability to promote new ideas, introduce new solutions or procedures;
Ability to initiate, facilitate, or implement change;
Ability to listen, understand, and respond appropriately;
Ability to work within an organizational structure;
Ability to plan, establish priorities, allocate resources, implement plans;
Ability to problem solve;
Ability to achieve or surpass identified goals;
Ability to achieve clarity and quality;
Ability to work within a team and cooperatively with others;
Customer service orientation;
Adaptable and flexible;
Works effectively within a changing environment;
Committed to continuous learning;
Tact and courtesy are required.
The employee's physical condition shall be commensurate with the demands of the position.

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