

Librarian III Tompkins County

Department: Tompkins County Public Library, T-S-T BOCES

Classification: Competitive

Labor Grade: 16

Revised: 3/06; 12/07; 11/13

By: AF, Commissioner of Personnel

MINIMUM QUALIFICATIONS:

Possession of a Master's degree in Library Science (MLS)) or a Master's of Science in Information Science (MSIS) from a library school that is accredited by the American Library Association or recognized by the New York State Education Department **AND** six years of professional library experience in a library of recognized standing.

(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:

The candidate must be eligible for a New York State Professional Librarian Certificate at time of application and possess said 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.

NOTE:

Librarians with an MLS granted after January 1, 2011 are required to have 50 hours of continuing education over a 5 year span. This 50 hours of certified continuing education over a 5 year span may include: attendance at local, regional, state and national professional conferences; online webinars; and classes.

DISTINGUISHING FEATURES OF THE CLASS:

The work involves serving as the head of a major functional area of the library, such as Technical Services, Reference, Circulation or Youth Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. The work is performed with independent judgment, under the general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES:

Participate in coordinated management structure to increase all staff members' depth of knowledge about library operations; work as part of Library management team to identify, recommend and implement appropriate areas of cross training in all areas of work;

Participates in the recruitment, interviewing, selection, appointment, training, supervision and evaluation of employees in assigned areas; may serve as part of recruitment and search committee for positions in other departments;

Performs the most difficult and involved research and reference service, incorporating traditional and new technological methods; Performs the most specialized collection development and maintenance; Coordinate collection development activities in assigned areas; work as part of collection development team to review, recommend and update and implement collection development policies.

Instructs the public in the use of library resources, including print and electronic resources;

May perform the most difficult and involved cataloging and classification of library materials;

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;

Effectively assess and implement methods for continuous improvement, revising workflows and identifying and implementing new technologies to create efficient user experiences.

Improve delivery of services to ensure access to services and spaces is navigable and users receive prompt and accurate

information or referrals.

Recommends and implements policy and procedure for directly supervised and related service units;

Establishes management criteria, priorities, goals, and objectives;

Recommend, develop and implement effective security policies and procedures;

Serve as members of Trustee Committees for services, policies and new initiatives

Makes administrative decisions for assigned area;

Initiates the development of and administers grants and grant programs;

Prepares budget proposals and estimates, tracks budget status and ensures expenditures are within budget;

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

Provides reader advisory services;

Evaluates, recommends, and implements new technologies that assist departmental objectives;

Assesses needs for and ensures implementation of bibliographies, instructional aids and web links;

Assesses community demand, develops plans for and ensures implementation of community programming;

May represent the library at community and group meetings;

Prepares in-depth statistical and narrative reports of activities, memoranda, and correspondence; participate in the preparation of state, local and other reports as required; provide input into annual budget needs.

Makes decisions concerning the organization and allocation of work to staff in assigned areas;

Conducts staff meetings for assigned areas; attend all staff meetings and encourage staff in assigned area to attend.

Supervises and evaluates the work of professional, paraprofessional, clerical and volunteer personnel;

Keeps informed of professional developments, participates in continuing education opportunities (as of 2011 MLS requires 50 hours of Continuing Education over a 5 year span) and attends professional meetings and workshops.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Thorough knowledge of contemporary principles, practices and trends in library and information science;

Thorough knowledge of bibliographic tools and sources;

Thorough knowledge of application of computer technology to library operations;

Thorough knowledge of contemporary library organizations, procedures, policies, aims and services;

Thorough knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist;

Excellent communication skills, both 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 exercise independent judgment;

Ability to train, supervise, evaluate and motivate library staff;

Ability to interview, evaluate and recommend potential employees and volunteers;

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 think conceptually;

Ability to foster long-term growth and success of others;

Ability to manage and optimize resources, including human, financial and physical;

Ability to hold people accountable;

Ability to persuade, convince and influence others;

Ability to promote new ideas, introduce new solutions or procedures;

Ability to create a vision and engage others in its achievement;

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 establish, build and maintain relationships and networks of contacts;

Ability to ensure that the organization is sensitive to public needs;

Ability to achieve or surpass identified goals;

Ability to link long-range visions and concepts to daily work;

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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