

LIBRARIAN II (Promotional) Tompkins County

Classification: Competitive

Labor Grade: 13

Approved: 0

Revised: 01/07/13: added "full-time paid (or the equivalent part-time and/or volunteer)" to min quals for consistency purposes.

By: DLauper

QUALIFYING EXPERIENCE FOR TAKING THE EXAMINATION:

This will be a departmental promotion examination. Applicants for this promotional opportunity must currently hold, and have continuously held, at least three years of competitive class status in the title of Librarian I at the Tompkins County Public Library.

Tompkins County is Committed to Equity and Inclusion. We encourage those with similar values to apply.

DISTINGUISHING FEATURES OF THE CLASS

The work involves performance of professional librarian duties in an assigned unit. Incumbents select material and plan programs of service to meet the needs of the patrons. Duties may involve planning, directing, supervising a specialized unit, such as the health information, audio visual services, business services, or outreach services. General supervision is received from a higher-level librarian or assistant director. Supervision is exercised over the work of the professional, paraprofessional, clerical and volunteer staff. The incumbent will perform all related duties as required.

TYPICAL WORK ACTIVITIES

Provides research and reference services to library users, incorporating traditional and new technological methods;

Performs varied and/or specialized 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;

Participates in the implementation of new technologies;

May maintain the library web site;

Compiles bibliographies, instructional aids and web links;

Plans, schedules, arranges publicity for, and presents public programs and tours;

Serves as a liaison with community groups and/or other libraries;

Prepares statistical and narrative reports of activities, memoranda, correspondence;

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

Keeps informed of professional developments and attends professional meetings and workshops;

May recommend, plan for, and implement new library services;

Participates in the development of, planning for, and implementation of grants;

Assists in the preparation of budgets;

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;

Good 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 think conceptually;

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

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 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;

Physical condition commensurate with the demands of the position.