

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: LIBRARIAN II (CHILDREN'S SERVICES)

TITLE #: 1385

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for planning and directing library programs for pre-school and school-age children including programming, selecting materials, cataloging, etc. Work is performed under the general supervision of the Library Director with wide leeway permitted for the exercise of independent judgment in carrying out professional activities. Supervision may be exercised over the work of subordinate clerical personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Plans, prepares and carries out a variety of programs for pre-school and school-age children;

Reads critical book reviews and related library literature for purchase of circulating material;

Compiles bibliographies of children's books, magazines and other literature or audio-visual material;

Assesses material for classification and cataloging;

Plans and writes newspaper, radio and handout releases;

Meets with school and agency officials to develop procedures and materials to meet the needs of children's programs;

Prepares book lists for children and assists them in selecting and borrowing materials;

Directs the maintenance and upkeep of shelves and files;

Supervises clerical tasks and recommends procedures directly effecting children's work and programs;

Speaks before professional and community groups on matters pertaining to children's programs;

Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses, etc. and reading professional journals;

Answers reference questions; performs information/referral services;

Understands the functions and capabilities of automated library services and may perform data entry and information retrieval.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:

Good knowledge of bibliographical tools, sources, and children's literature; good knowledge of library methods and procedures; ability to carry out library policies; ability to work with children on an individual and group basis; ability to comprehend children's needs quickly and accurately; ability to meet people and participate effectively in the cultural and intellectual activities of the community; ability to express ideas clearly and concisely both orally and in writing; ability to carry out assignments independently; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: A Master's degree in Library Science or Library Information Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices and two (2) years of professional library experience, one (1) year of which shall have been in the area of children's services subsequent to MLS.

SPECIAL REQUIREMENTS: Possession of a New York State Public Librarian's professional certificate at the time of application.

NOTE: For purposes of qualification, professional library experience shall be defined as experience gained at a public, academic, school or special library, after the candidate received his or her Master of Librarianship (MLS) Degree.

JURISDICTIONAL CLASSIFICATION: Competitive; Non-competitive when part-time among Special Districts

NOTE: In Chester Public Library, supervises staff in absence of Library Director.

REVISED: 01/23/23 Id