

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

**CLASS TITLE:** LIBRARIAN II

**TITLE #:** 1368

**DISTINGUISHING FEATURES OF THE CLASS:** This is work of a specialized nature involving specific responsibility, under general supervision, for one or more professional aspects of library work. Performs the functions of the head of a branch library. Supervision may be exercised over the work of assigned staff. Does related work as required.

**TYPICAL WORK ACTIVITIES:**

Responsible for the operation, supervision and coordination of activities at a branch library;

Responsible for the management of the physical facilities of a branch library;

Makes recommendations to the Library Director concerning the formation of policy;

Assists the Library Director in budget preparation;

Supervises staff and volunteers;

Maintains branch library collection, discarding and recommending books and materials for purchase;

Maintains records and prepares reports as required.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Good knowledge of bibliographical tools and sources; good knowledge of library methods and procedures; ability to carry out library policies; ability to carry out assignments independently; ability to comprehend users' 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; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgment; 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 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

REVISED: 01/23/23 ld