

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

CLASS TITLE: LIBRARIAN III

TITLE #: 1810

DISTINGUISHING FEATURES OF THE CLASS: The work involves overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. The Librarian III has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under the general supervision the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Does related work as required.

TYPICAL WORK ACTIVITIES:

Evaluates and selects materials for acquisition;

Performs the most difficult and involved informational, reference and referral service or cataloging;

Recommends, plans and implements new types of services;

Recommends policy for directly supervised and related service units;

Makes administrative decisions for assigned area;

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

Assists in the preparation of budget proposals and estimates for assigned unit;

Participates in staff selection and training as necessary;

Represents the library at community and group meetings;

Keeps informed of developments in specialized library and administration fields;

Performs on-line computer searches of databases;

May plan public relation programs and prepare publicity materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Thorough knowledge of modern principles and practices of library science; thorough knowledge of on-line database systems; thorough knowledge of bibliographical tools and sources; good knowledge of modern library organizations, services, methods, policies and procedures; ability to carry out library policies; ability to train and supervise library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; 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 library policy, 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 four (4) 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