



## **Job Opening: Librarian II**

Employment type: Full-time-Open Competitive Civil Service Position

### Distinguishing features of the class:

Under general direction and supervision of the library director, the incumbent performs professional librarian duties in an assigned unit (children's, adult, AV, etc.) and generally has responsibility for planning, directing and supervising said unit. Supervision is exercised over the work of professional, para-professional, clerical and volunteer staff. Librarian II participates in staff selection, training, evaluation and/or discipline of employees.

### Examples of typical work activities: (Illustrative only)

Provides reference and reader's advisory services to library users (in person as well as via phone and email) and instructs the public in the proper use of library resources.

Assigns duties, supervises and evaluates departmental staff.

Recommends, plans and implements new types of services.

May perform original cataloging and classification.

Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials.

Maintains knowledge of and distribution of budget funds for the department.

Prepares weekly schedules for department personnel.

Serves as a liaison for library services to community groups and/or other institutions.

Uses computer applications or other automated systems such as processing, email and database software in performing work assignments.

Designs and produces public relations materials.

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education opportunities, conference attendance and reading professional materials.

### Required knowledge, skills, abilities and attributes:

- Thorough knowledge of modern library organizations, procedures, policies, aims and services.
- Thorough knowledge of library materials and collection issues for the specific subject area.
- Excellent book knowledge.



- Good oral communication skills with individuals and groups of varying age, educational and experiential levels.
- Ability to function as a team member in the planning and implementation of library projects.
- Ability to carry out assignments independently and to express ideas clearly and effectively both orally and in writing.
- Ability to think critically to understand the needs of library patrons.
- Ability to plan, coordinate, supervise and evaluate the work of others.

**Minimum qualifications:**

Possession of a Master's Degree in Library Science and/or Information Studies from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable educational practices and at least two (2) years of professional library experience.

**Special requirement:**

Possession of a current New York State Public Librarian's Professional Certificate at the time of appointment.

**Hours:**

A standard work week consists of 37.5 hours per week, Monday-Friday, and includes one evening shift per week. One Saturday per month on a rotating basis.

**Wages and Benefits:**

The starting salary for this position is commensurate with education and experience. Paid sick and vacation time are included. Enrollment in the NYS retirement system is mandated for full-time employees. Optional enrollment in deferred compensation (457) plan. Health, vision, and dental benefits are available.

**Statement of Nondiscrimination:**

The library is an equal opportunity employer that complies with state and federal fair employment laws and regulations. The library does not discriminate in recruitment, training, promotion, or other terms of employment based on race, creed, color, sex, sexual orientation, gender identity, age, national origin, disability, veteran's status, and military service.

**To Apply**

Please send a completed Broome County Civil Service application, resume, and three references to:

Seth Jacobus, Library Director  
George F. Johnson Memorial Library  
1001 Park St.



Endicott, NY 13760

Or email [en.seth@4cls.org](mailto:en.seth@4cls.org) by Wednesday, August 17<sup>th</sup>, 2022. Interviews for qualified candidates will follow.