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Job Specification

LIBRARIAN 2

DEFINITION:

Under supervision, provides a variety of library services in one or more functional areas of the library requiring substantial professional knowledge of and experience with librarianship theories, principles and practices; may take the lead and coordinate work assignments of Librarians 1, and/or paraprofessional/ technical staff; performs related duties as required.

NOTE: The examples of work for this title are for illustrative purposes only. A particular position using this title may not perform all duties listed in this job specification. Conversely, all duties performed on the job may not be listed.

EXAMPLES OF WORK:

Assists patrons in finding desired information or resources and furnishes information on library activities, facilities and services.

May take the lead over Librarians 1 and/or paraprofessional/technical staff, coordinate assignments, and provide instructions for their completion.

May be required to perform work in one or more of the following specialized areas: Children's Services, Technical Services and/or Reference Services.

Provides research services, answering reference questions of varying difficulty and explaining the use and availability of reference sources in all appropriate formats.

Provides reader services responsive to user needs such as compiling bibliographies and reading lists.

Explains or demonstrates procedures for searching print, electronic and online catalogs and resources to obtain materials.

Assists public and staff in making effective use of library equipment and provides formal training and instruction in the effective use of electronic resources.

Designs, organizes and maintains library materials and electronic resources by using appropriate systems of access that are compatible with the needs and styles of learning of the public.

Coordinates and conducts library tours, book talks, film programs, reading clubs, etc. for the purpose of promoting literacy, fostering use of library resources and/or to inform the community and various organizations of available library services.

Determines content and arrangement of library material for displays, exhibits, and special library programs.

Performs original cataloging by assigning classification numbers and descriptive headings according to appropriate systems of access.

Composes publicity releases or program announcements for media, newsletters, or other publications.

Attends seminars, meetings and conferences of professional and technical organizations for the purpose of keeping informed about current and emerging library services and technical developments.

Reviews collections to develop or discard/discontinue as needed; assists in selection and evaluation of resources for delivery in the most appropriate format; may recommend the purchase or rental of library supplies/materials taking into consideration priority needs and budget limitations.

Exchanges ideas, information, and opinions with supervisors to formulate policies, procedures, programs, etc. to provide high quality services.

Mentors Librarians 1 and newer staff members.

Gives talks before groups, organizations, co-workers and the public.

Participates in professional associations concerned with improving methods and techniques of information services.

Establishes and maintains effective work relationships with community organizations, school groups, library associates and the general public.

Prepares clear, accurate and informative narrative and statistical reports.

Maintains files and records.

Will be required to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

REQUIREMENTS:

EDUCATION:

A Master's degree in Library or Information Sciences in a library program accredited by the American Library Association or from a New Jersey College Master' program in Library Science that has been deemed acceptable by Thomas Edison State College.

EXPERIENCE:

One year of librarian experience.

LICENSE:

Appointees may be required to possess a valid license as a Professional Librarian issued by Thomas Edison State College.

NOTE: N.J.S.A. 45:8A-3 and N.J.A.C 15:23-2.1(a) state that any library supported in whole or in part by public funds may require, and any library serving any municipality or group of municipalities having a population of 10,000 inhabitants or over shall require that any person employed as a professional librarian shall hold a professional librarian certificate.

N.J.A.C. 15:23-2.1 (b) states that pursuant to N.J.A.C. 15:21-2.3 and 2.4, a library serving any municipality or group of municipalities having a population of 7,500 inhabitants or over, N.J.S.A. 45:8A-3 notwithstanding, will employ, in all professional librarian positions counted for State Library Aid purposes, librarians holding a New Jersey Professional Librarian's Certificate.

NOTE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

KNOWLEDGE AND ABILITIES:

Knowledge of theories, objectives, principles, and techniques of librarianship.

Knowledge of Library Classification Systems.

Knowledge of form, content, and use of bibliographies and book lists.

Ability to appropriately organize library materials, including files, books, periodicals, digital media, etc.

Ability to take the lead, determine work to be accomplished, coordinate assignments, and instruct Librarian's 1 and/or other paraprofessional/technical staff in proper methods and techniques to utilize in the performance of their duties.

Ability to conduct library programs such as story hours, book talks, film programs, senior citizen programs, etc.

Ability to remain knowledgeable about library services, activities and facilities.

Ability to keep informed of current theories, objectives, principles, and techniques of librarianship; and adapt to modern technology, library trends and innovations.

Ability to keep informed of current events, and popular and local culture.

Ability to work harmoniously, creatively and respectfully with others.

Ability to work with professional associations toward the improvement of methods and techniques of library services.

Ability to give clear, concise, and informative talks before professional and nonprofessional groups.

Ability to think critically and creatively to solve problems and implement ideas.

Ability to communicate effectively and share knowledge with others using oral, written and electronic communication skills.

Ability to analyze, interpret and apply the rules, regulations, policies, and procedures of a library.

Ability to practice effective customer service skills to best determine patrons' needs.

Ability to train and assist public with communications, technology

literacy and all information resources.

Ability to identify and present innovative programs and services and integrate new technologies into library service.

Ability to analyze, comprehend and use current approved public library standards, methods and techniques.

Ability to comprehend the specific problems and functions of a library and to select appropriate materials for the use of the unit concerned.

Ability to promote and foster public access to information, and assist patrons in developing technology literacy,

Ability to prepare clear, sound, accurate, and informative statistical, financial, and other library reports containing findings, conclusions, and recommendations.

Ability to establish and maintain essential library records and files.

Ability to learn to utilize various types of electronic and/or manual recording and information systems used by the agency, office, or related units.

Ability to read, write, speak, understand, or communicate in English sufficiently to perform the duties of this position. American Sign Language or Braille may also be considered as acceptable forms of communication.

Persons with mental or physical disabilities are eligible as long as they can perform essential functions of the job with or without reasonable accommodation. If the accommodation cannot be made because it would cause the employer undue hardship, such persons may not be eligible.

This job specification is applicable to the following title code:

Job Spec Code	Variant	State, Local or Common	Class of Service	Work Week	State Class Code	Local Class Code	Salary Range	Note
03406		L	C		N/A	02		-

This job specification is for **local** government use only.

Salary range is only applicable to state government.

Local salaries are established by individual local jurisdictions.

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