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Job Specification

LIBRARIAN 4

DEFINITION:

Under general supervision, oversees a variety of library services in one or more functional areas of a library or library system requiring substantial professional knowledge of and experience with librarianship theories, principles, and practices; supervises library staff, services, programs and operations; 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:

Supervises staff, services and operations of a library, or a branch or department within a library system and performs the work involved in a variety of library services.

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

Establishes work priorities and assigns the work of the organizational unit; provides instruction to staff in the performance of assigned work.

Evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates.

Develops revised methods or techniques to increase efficient work operations.

Compiles and provides data relating to the budgetary needs of the assigned department or work program.

Develops and recommends short and long range plans for program

development and operations.

Coordinates activities between work programs, departments, or branches within the library or library system, and with other agencies as required.

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 and provides formal training in the effective use of library equipment and 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.

Develops and conducts library programs such as library tours, book talks, film programs, reading clubs, etc., for the purpose of promoting literacy, fostering use of library resources and 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, and other publications.

Represents library at seminars, meetings and conferences for the purpose of keeping informed about current and emerging library services and technical developments and improving methods and techniques of information services.

Orders or recommends the ordering of collections materials and other library supplies for purchase or rental, taking into consideration priority needs and budget limitations; reviews collections to develop or discard/discontinue as needed; evaluates and/or selects resources for delivery in the most appropriate format.

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

Mentors subordinate staff members.

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

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

EXPERIENCE:

Three (3) years of librarian experience.

LICENSE:

Appointees may be required to possess a valid New Jersey license as a Professional Librarian.

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 essential duties of the position.

KNOWLEDGE AND ABILITIES:

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

Knowledge of current library technology, trends and innovations.

Ability to determine work to be accomplished, issue assignments, and instruct, train, and evaluate subordinate personnel.

Ability to plan and implement library programs and services such as story hours, book talks, film programs, senior citizen programs, etc.

Ability to remain knowledgeable about library services, activities and facilities and to coordinate services and activities between departments or with other agencies.

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

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

Ability to work harmoniously, creatively and respectfully with patrons and coworkers.

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 implement 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, customize, create 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 in the selection of appropriate library resources.

Ability to comprehend the specific functions and problems of a library and work toward the improvement of methods and techniques of library services.

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

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

Ability to supervise the establishment and maintenance of essential 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, understand and 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
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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.

7/27/2013
