

**LIBRARIAN III**  
(Head of Adult and Information Services)

**Physical requirements:** Commensurate with demands of the position

**Educational requirements:** Masters of Library Science or its equivalent from an American Library Association accredited library school; four (4) years of professional library experience; possession of a New York State Public Library Professional certificate at time of appointment

**Skills desired include:** Two (2) years supervisory experience; knowledge of modern principles and practices of library science; knowledge of online database systems; knowledge of computer technology to library applications; good knowledge of library administration practices; ability to carry out library policies; ability to deal with the public and to resolve public service issues in a courteous and efficient manner; ability to carry out assignments independently; ability to express ideas clearly, both orally and in writing; ability to prepare reports including statistical data

**Working conditions:** FT 37.5 hours per week; this position requires evening or weekend work; vacation is earned after one year and accrued as stipulated by the bargaining agreement, including 11 paid holidays and 4 personal days

**Librarian III, Head of Adult and Information Services responsibilities include:** supervision of subordinate staff; public service at the reference desk; reader's advisory; developing departmental budget requests; overseeing and participating in collection development and collection maintenance; working with department staff to draft procedures and best practices for the Information Services department; preparing departmental reports and statistics; writing posts for Library's social media pages; maintenance and updates of the Library's website; developing and assessing adult programs; handling public room reservations in absence of Senior Account Clerk; representing library at system meetings and meetings with other governmental agencies; maintaining professional skills through attendance at conferences, continuing education workshop or seminars; serving as librarian in charge during the absence of the director and assistant director; other duties as required consistent with the position

This position reports to the Assistant Director

**Department complement:** 1 FT position in this classification

**Union:** CSEA Local 1000 AFACME, AFL-CIO

**Civil Service Classification:** LIBRARIAN III

**Salary Grade:** 20, Non-Exempt

**Created:** April 2006

**Updated:** November 2022