

NEW CASTLE COUNTY GOVERNMENT

Number 1691

CLASS SPECIFICATION

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Date 11/01/03

Title: LIBRARIAN II

Approved: 

GENERAL STATEMENT OF DUTIES: Performs highly responsible administrative and professional library work as branch manager of one or more public libraries or major service unit within an automated library system; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class applies professional library techniques and procedures in planning, initiating, coordinating and directing activities in one or more libraries or in a major service unit within an automated library system. Under policy directives and program guidance, and subject to administrative review, this employee has considerable latitude for the exercise of independent judgment in managing, planning, and budgeting. Supervision is exercised over various professional, paraprofessional and support staff.

EXAMPLES OF WORK: (Illustrative only)

- Supervises the operation of a library to assure efficient procedures and practices that meet the needs of the community which it serves;
- Consults with the Community Services Department management in formulating plans, procedures, and policies for the overall operation of a particular library;
- Prepares preliminary budget for approval;
- Monitors budget throughout the fiscal year to assure the most service for the least expenditure;
- Participates in the development of system policies with the other managers;
- Prepares reports as requested;
- Develops grants for new services not funded by New Castle County;
- Develops and executes long-range plan to improve library services;
- Plans public relations projects;
- Conducts research projects as necessary;
- Seeks opportunities for and makes presentations to civic, educational, or other interested groups in order to develop coalitions with the community;
- Responsible for collection development in a network environment after reviewing recommendations of Librarian I's and other designated staff;
- Promotes an ongoing attitude of dedication to excellent public service and ensures that external and internal customers are provided with the highest quality of service;
- Responsible for coordinating the maintenance of the building and related equipment;
- Maintains contact with the public by periodically working at service desks;
- Interprets and defines library policies and procedures;
- Plans, organizes, coordinates, and evaluates the work activities of all personnel in the library or major service unit;
- Participates in the selection process to fill vacant positions;
- Trains new professional staff in library procedures and public service and delegates other training to appropriate staff;
- Develops an effective training program for staff;
- Arranges for all levels of staff to be involved in system projects;
- Reads professional literature and participates in the activities of professional organizations;
- Keeps informed of current trends and new professional techniques;

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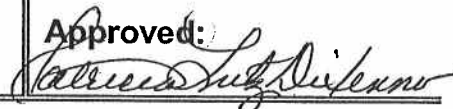
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Date 11/01/03

CLASS SPECIFICATION

Title: LIBRARIAN II

Approved:



- Operates a data processing terminal, personal computer, and other related equipment in the course of the work.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Comprehensive knowledge of the principles, practices, and methods of library science and administration including such activities as general reference, classification, cataloging, acquisition, circulation, young adult and children's library work; good knowledge of reader interest levels and of books and authors; good knowledge of automated library systems and online and automated information resources; ability to operate a personal computer, data processing terminal, and other related equipment; ability to plan, organize, direct, and administer a complete program of library activities; ability to prepare and monitor an operating budget; ability to communicate courteously and effectively, both verbally and in writing, and to work effectively with the public and to interpret the library's policies and procedures to the public; knowledge of publisher and dealer practices and methods of library supply resources; knowledge of media equipment and techniques; ability to supervise the work of others; ability to interpret community interests and needs and to provide appropriate library services; ability to establish and maintain effective working, advisory, and consulting relationships with clubs, communities and other groups; ability to pass a County Class III physical examination.

ACCEPTABLE EXPERIENCE AND TRAINING: At least three years of increasingly responsible professional public library experience with at least one year of experience supervising paraprofessionals, and possession of a Master's Degree in Library Science from a graduate library school accredited by the American Library Association or other professional accrediting agency. Library service prior to award of Master's Degree is not counted as professional service; other graduate study is desirable.

HISTORY OF REVISIONS:

Established: 11/02/78
Revised: 11/17/89
Revised: 04/01/94
Revised: 05/01/94
Revised: 07/01/97
Revised: 07/24/97
Revised: 01/01/99
Revised: 11/01/03