

LIBRARIAN III (SPANISH SPEAKING)

DISTINGUISHING FEATURES OF THE CLASS: Under the general supervision of the Library Director, an incumbent of this class performs professional library work and has overall responsibility for a major functional area of a library, such as Technical Services, Reference, Collection Development or Children's Services. Dependent upon assignment, this position may also function as the head of a small branch library. The Librarian III (Spanish Speaking) has responsibility for coordination, administration and policy implementation for the assigned area to insure efficient operation. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Duties require proficiency in both Spanish and English languages. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Determines priorities in terms of material to be purchased and may implement collection evaluation systems;

Evaluates the effectiveness of the library services in relation to the changing needs of the users;

Communicates orally and in writing in both Spanish and English;

Interprets for Spanish speaking patrons working with library staff;

Recommends plans for and implements new types of services;

Functions as branch or major department head;

Recommends policy for directly supervised and related service units;

Makes administrative decisions for assigned area;

Participates in staff selection and training as necessary;

Assists in the preparation of budget proposals and estimates for the assigned unit;

Plans, implements and/or enhances library automation projects and services;

Develops policies for classification and subject cataloging and workflow procedures involving technologies;

Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of library materials in both Spanish and English titles;

Develops and conducts programs, tours, book talks, multi-media programs, story and picture book hours in both English and Spanish;

Translates library informational materials into Spanish, including program flyers, how to guides, policies, procedures and lists of library materials;

Serves as liaison for library services with community groups and other libraries;

Develops and administers grants and grant programs;

EXAMPLES OF WORK (cont'd):

Plans public relation programs and prepares publicity materials in both English and Spanish;

Provides reference and reader's advisory services to library users in both English and Spanish;

Performs on-line database searches and search training;

Prepares statistical and narrative reports of activities, memoranda, and correspondence in both Spanish and English;

Supervises subordinate professional and clerical staff by making assignments, observing work activity, and reviewing reports;

Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Comprehensive knowledge of modern principles and practices of library science; comprehensive knowledge of the applications of computer technology to library operations; Thorough knowledge of modern library organizations, procedures, policies, aims and services; thorough knowledge of on-line database systems; thorough knowledge of bibliographical tools and sources including Spanish Language library materials; good oral and written communication skills in both English and Spanish with individuals and groups of varying age, educational and experiential levels; skill and accuracy in the performance of technical library tasks; ability to train and supervise library staff; ability to exercise leadership and motivate others; ability to plan, coordinate, and supervise the work of others; ability to think critically to understand the needs of library patron groups and to prescribe information or materials accordingly; ability to read, write and converse fluently in the Spanish language at a level sufficient to pass a Spanish Language Proficiency test; ability to read, comprehend, and conduct research studies; ability to effectively use computer applications such as spreadsheets, word processing, e-mail and database software; tact and courtesy in dealing with staff and public; physical condition commensurate with the duties of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a Master's Degree* in Library Science 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 four (4) years of professional library experience subsequent to receiving the Master's Degree in Library Science.

NOTE: Unless otherwise noted, only experience gained after attaining the minimum education level indicated in the minimum qualifications will be considered in evaluating experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized and accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.

SPECIAL REQUIREMENT: Possession of a New York State Public Librarian's professional certificate at time of appointment.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS:

In accordance with the Safe Schools Against Violence in Education (SAVE) legislation, Chapter 180 of the Laws of 2000, and by the Regulations of the Commissioner of Education, candidates for appointment in school districts must obtain clearance for employment from the State Education Department prior to employment based upon a fingerprint and criminal history background check.

Towns, Villages,
Cities of Rye and Peekskill,
School Districts
J.C.: Competitive

Job Class Code: 1021 (Towns & Villages)
S1021 (School Districts)