

[Go Back](#)**NASSAU COUNTY****Title : LIBRARIAN II (MUSIC  
SPECIALIST)****SCHOOL DISTRICTS****Code: 310055 NMP****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Performs professional librarian work in managing the Hewlett-Woodmere Public Library music collection and providing general reference and referral services; performs related duties as required.

**COMPLEXITY OF DUTIES**

Under general supervision, the duties require the use of independent judgment in managing the library's music collection, supervising subordinate personnel, and providing reference and research services.

**TYPICAL DUTIES**

1. Performs original cataloging and classification.
2. Reviews and corrects the work of subordinate librarians and clerical staff members.
3. Assists in the selection of music-related materials.
4. Provides general, and specialized music, reference and research services to patrons and member libraries of the Nassau Library System.
5. Compiles bibliographies.
6. Develops and conducts music-related programs and services.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. Considerable knowledge of music and music history.
2. Considerable knowledge of the modern principles and practices of library services.
3. Considerable knowledge of modern library organization, procedures, and materials.
4. Ability to perform technical library tasks.
5. Ability to establish and maintain effective working relationships with associates, subordinates, and the public.
6. Ability to supervise and instruct subordinates.

**MINIMUM QUALIFICATIONS****Training and Experience**

Possession of a New York State Public Librarian's Professional Certificate  
and

Eighteen (18) undergraduate or graduate credits from a regionally accredited or New York State registered college or university in the history, literature, and materials of music  
and

Two years of satisfactory professional experience as a Librarian I (Music Specialist) in a library of recognized standing.

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