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NASSAU COUNTY
SCHOOL DISTRICTS
CLASS SPECIFICATION

Title : LIBRARIAN II
Code: 310060 NNA
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Competitive

GENERAL STATEMENT OF DUTIES

Performs professional librarian work involving circulation, technical services, and/or public services; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, the position involves specific responsibility for one or more professional aspects of library work. Supervision may be exercised over subordinate librarians and clerical staff members.

TYPICAL DUTIES

1. Performs original cataloging and classification.
2. Reviews and corrects the work of subordinate personnel.
3. Assists in the selection of library materials.
4. Performs difficult and involved informational and referral services.
5. Compiles bibliographies.
6. Develops and conducts programs for community groups.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

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

MINIMUM QUALIFICATIONS

Training and Experience

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

Two years of satisfactory professional librarian experience.

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