

Class Specification for LIBRARIAN III (DEPARTMENT HEAD)

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NASSAU COUNTY

**Title : LIBRARIAN III (DEPARTMENT
HEAD)**

SCHOOL DISTRICTS
CLASS SPECIFICATION

Code: 310065 NNF

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Competitive

GENERAL STATEMENT OF DUTIES

Serves as head of a major library department such as reference, cataloging, circulation or children in a library serving a population of 50,000 to 250,000; performs related duties as required.

COMPLEXITY OF DUTIES

Under general supervision, this position involves responsibility for supervision of the work of a major library department.

TYPICAL DUTIES

1. Selects books and related materials for acquisition.
2. Performs the most difficult and involved reference service or cataloging.
3. Makes administrative decisions for the department.
4. Reviews work performed by subordinate personnel in the department.
5. Assists in the preparation of budget estimates for the department.
6. Attends professional meetings.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Thorough knowledge of modern principles and practices of library services.
2. Thorough knowledge of modern library organization, procedures and materials.
3. Knowledge of library administrative practices.
4. Ability to supervise and instruct subordinates.
5. Ability to establish and maintain effective working relationships with associates, subordinates and the public.
6. Ability to express oneself clearly and concisely, both orally and in writing.

MINIMUM QUALIFICATIONS

Training and Experience

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

Four years of satisfactory professional librarian experience.

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