

**Albany Public Library  
Librarian II  
Arbor Hill/West Hill Branch  
PROVISIONAL  
6-15-2023**

General Statement of Duties: **The incumbent directs and supervises a department or branch location of the Albany Public Library.** The incumbent selects materials and plans programs to meet the needs of the patrons and may perform reference services. **The Librarian II participates in staff selection, training, evaluation and/or scheduling, discipline of employees.** General supervision is received from a higher-level librarian or administrator. Supervision is exercised over the work of other personnel.

**Classification: Librarian II**

**Job Description:**

- Provides reference and reader advisory services to library users and instructs public in proper use of library resources;
- Compiles bibliographies;
- Answers reference questions for library users and staff;
- Performs on-line computer searches of databases;
- Performs original cataloging and classifications;
- Supervises the work of clerical, paraprofessional, professional and volunteer personnel;
- Assigns duties, supervises and evaluates departmental or unit staff;
- Recommends, plans and implements new types of services;
- Performs difficult and involved informational and referral services;
- Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and non-book materials;
- Develops and maintains library materials collections;
- Develops and conducts programs of tours, book talks, multi-media programs, story and picture book hours;
- Serves as a liaison with community groups and/or other libraries;
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials;
- Prepares statistical and narrative reports of activities, memoranda, correspondence and/or publicity materials;
- Arranges special library theme displays;
- Arranges for and processes inter-library loans;
- Prepares new book and non-book materials for circulation;
- Participates in the implementation and/or enhancement of library automation;
- Enters and retrieves information in an automated information system;
- Performs stack maintenance;
- Performs related work as required.

**Required Skills and Abilities:**

Knowledge of modern library organizations, procedures policies, aims and services. The ability to perform both independently and as a team member; experience in planning and conducting teen programming; excellent communication skills both orally and in writing; courtesy and flexibility. Ability to lift objects such as books, supplies and files.

**Minimum Qualifications:**

Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree\* in Library Science, Information Services or equivalent and two (2) years of professional library experience in a library of recognized standing.

**Special Requirement:**

Eligibility and application for a New York State Public Librarian's Professional Certificate at the time of appointment

This is a provisional civil service appointment with permanent (probationary) status after passing the civil service exam, being reachable and appointed.

**Work Schedule:** A combination of day, evening, weekend and holiday hours is required.

**Supervisor:** Head of Central Branch Services

**Salary:** **\$56,978.85**

**Deadline:** **June 30, 2023**

**Apply to:** **Send cover letter, resume and 3 professional references including email addresses:**  
Melanie Metzger  
161 Washington Avenue  
Albany, NY 12210  
hr@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is strongly and actively committed to increasing diversity within its organization.