

DEPARTMENT SUPERVISING LIBRARIAN

CODE NO. 60260
SALARY GRADE NO. 13

General Statement of Duties and Responsibilities

Under direction, performs advanced, specialized, highly professional library work in a City department.

Examples of Typical Tasks

Heads a City department or agency specialized library.

Engages in acquisition, circulation and loan, reference and bibliography library work.

May develop programs and act as a consultant in matters of research and specialized library services to City employees.

Establishes training programs for subordinate staff and guides them in the proper performance of their duties, interpreting library policies in them.

Selects books, journals and other printed material needed to maintain an adequate collection of standard and current research literature in public health, bacteriology and related scientific fields.

May be called upon to deliver lectures and to organize and engage in research projects.

Prepares and reviews reports, and performs related work as required.

Qualification Requirements

1. A baccalaureate degree from a recognized college or university and satisfactory completion of a full-year course of study at a library school approved by the New York State Department of Education, plus four (4) years of full-time experience in a professional library position, one (1) year of which shall have been in a supervisory capacity; or
2. A satisfactory equivalent combination of education and experience.

Direct Lines of Promotion

From: Department Senior Librarian To: Department Principal Librarian

PROFESSIONAL DEPARTMENT LIBRARIAN
OCCUPATIONAL GROUP

CODE NO. 60235
SALARY GRADE NO. 16

DEPARTMENT SENIOR LIBRARIAN

General Statement of Duties and Responsibilities

Under general supervision, performs professional library work of more than ordinary difficulty and responsibility in a City department; performs related work.

Examples of Typical Tasks

Performs varied or specialized library work requiring considerable knowledge in the application of library sciences and experience in acquisition, book evaluation and selection, discarding, weeding and withdrawal of books.

Participates in staff training and supervises the work of subordinate staff.

May perform reference services and cataloging of more than ordinary difficulty; may deliver lectures on library services to institutional inmates, City employees or the general public.

May select appropriate books, periodicals, magazines and other material and attempt to stimulate reader interest in suitable literary and educational material.

Prepares records.

Qualification Requirements

1. A baccalaureate degree from a recognized college or university and satisfactory completion of a full year course of study at a library school approved by the New York State Department of Education, plus one (1) year of full-time experience in a professional library position; or
2. A satisfactory equivalent combination of education and experience.

Direct Lines of Promotion

From: Department Librarian (60210)

To: Department Supervising Librarian
(60260)

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DEPARTMENT PRINCIPAL LIBRARIAN

CODE NO. 60265
SALARY GRADE NO. 16

General Statement of Duties and Responsibilities

Under general direction, performs highly advanced administrative and professional library work in a City department.

Examples of Typical Tasks

Develops general and specialized professional library programs of considerable size and complexity.

Develops systems of classifying and cataloguing highly technical and complex material.

Provides guidance and advice to professional personnel performing specialized library work.

Plans and recommends new programs and services and maintains standards of service.

Establishes relationships with other libraries and participates in professional conferences.

Prepares reports, and performs related work as required.

Qualification Requirements

1. A baccalaureate degree from a recognized college or university and satisfactory completion of a full-year course of study at a library school approved by the New York State Department of Education, plus six (6) years of full-time experience in a professional library position, three (3) years of which shall have been in a supervisory or administrative capacity; or
2. A satisfactory equivalent combination of education and experience.

Direct Lines of Promotion

From: Department Supervising Librarian To: None