

251 GLEN STREET
GLENS FALLS, NY 12801
518-792-6508

Notice of Vacancy

Librarian I

\$36,559 annually plus benefits

35 hours per week with some nights & weekends

Crandall Public Library is seeking a F/T Librarian I to work in Adult Services to perform collection development and provide reference services, reader's advisory, and technology assistance in a fast-paced environment. Excellent customer service skills are a must. Must be able to work independently and as part of a team, exercise professional judgment, and handle multiple tasks. Ability to provide public programming a plus.

Minimum qualifications: Master's Degree in Librarianship (MLS or MSIS) from a library school that is accredited by the American Library Association or recognized by the NYS Education Department as following accepted education practices; and eligibility for a NYS Public Librarian's professional certificate at the time of application; possession of certificate at the time of appointment.

Position will be filled based on Civil Service requirements. A provisional appointment will be made with examination to be held at a later date. Candidate must meet civil service requirements for appointment following establishment of eligible list.

Mail or e-mail application, resume, and three professional references to:

Head of Adult Services

Attn: Andrea Herman

herman@crandalllibrary.org

Crandall Public Library

251 Glen Street, Glens Falls, NY 12801

(518)792-6508

Applications must be received by February 1, 2018.

Applications may be obtained from www.warrencountyny.gov/civilservice/docs/exams/exam_app.pdf

EOE/AA Employer

LIBRARIAN I

Distinguishing Features of the Class: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications or professional duties under the general supervision of other professional librarians. Supervision may be exercised over library assistants, clerks, pages and volunteers. Performs related work as required.

Typical Work Activities: (Illustrative only)

- Provides reference and reader's advisory services and instruction to library users;
- Performs original cataloging and classification and record editing;
- Performs collection development by recommending titles for purchase and/or deletion;
- Plans and implements library programs for adults or children;
- Compiles bibliographies and functions as subject specialist;
- Performs on-line database searches, and search training;
- Serves as a liaison for library services to community groups or other libraries;
- Designs and produces public relations and library instruction materials;
- Prepares statistical and/or narrative reports, memoranda and correspondence;
- Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;
- Keeps informed of professional developments through participation in professional organizations, system meetings workshops, continuing education course and reading professional materials.

Full Performance Knowledge, Skills, Abilities and Personal Characteristics:

Good knowledge of modern principles and practices of library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of modern library organizations, procedures, policies, aims and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public.

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