

## Librarian II – Open Competitive

Candidates interested in applying for Librarian II positions must do the following:

- Email their resume and cover letter to [director@longbeachlibrary.org](mailto:director@longbeachlibrary.org)
- Follow [Long Beach Civil Service instructions](#) to apply for the Training & Experience exam by June 17, 2022

**DISTINGUISHING FEATURES OF THE CLASS:** Under supervision by a Department Manager or Librarian III, the Librarian II provides a variety of library services requiring advanced professional knowledge of and experience with librarianship theories, principles and practices; may take the lead and coordinate work assignments of Librarian I, and/or paraprofessional/ technical staff; performs related duties as required. This position also performs all job functions of a Librarian I.

### TYPICAL WORK ACTIVITIES (Illustrative only):

- Assigns duties, supervises and evaluates unit staff
- Participates in hiring selection and disciplinary actions and may conduct performance evaluations as appropriate
- Coordinates, conducts, and evaluates in-person and virtual programs that meet the interests and needs of the community
- Recommends, plans, and implements new types of services based on patron needs
- Conducts outreach to various communities, neighborhoods, and organizations and may serve as a library representative on working groups, committees, or boards
- Assists in the marketing and promotion of library services including creating website content, social media posts, press releases, and other promotional materials
- Designs, develops, organizes, and maintains library materials and digital content
- Provides information and direction to staff and the public on the use of general and specialized reference tools and online resources to promote effective use of the library
- Responds to inquiries, suggestions and concerns and recommends new procedures, guidelines or policies to appropriate supervisor
- Supervises and performs reference work by conducting reference interviews, analyzing and clarifying needs, providing readers advisory, referrals and library instruction; provides reader services responsive to user needs such as compiling bibliographies and reading lists
- Explains or demonstrates procedures for searching print, electronic and online resources to obtain materials;
- Assists public and staff by providing formal training in the effective use of library equipment, online resources, and digital content
- Uses Key Performance Indicators to evaluate and measure the success of programs and services;
- Oversees staff use of provided tools to collect adult reference services and programs statistics ensuring timely and accurate response

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- Regularly uses statistics and other data to improve services and update services and programs to ensure community satisfaction
- Reports regularly to supervisor and Library Director on outcomes and accomplishments;
- Assists in the development of departmental expenditure forecasts and annual budgets for Director's approval
- Monitors assigned budgets to meet changing community and Library needs
- Tracks expenditures of departmental funds
- Assists in writing and managing grants.

**MINIMUM QUALIFICATIONS:** Candidate must meet the following requirements on or before the last date for filing to be eligible to take the examination in July, 2022:

- Master's Degree in Library Science from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following acceptable education practices
- Three (3) years of professional library experience of which at least one (1) year of supervisory experience

**SPECIAL REQUIREMENT:** Eligibility for a New York State Public Librarian's professional certificate at time of application; possession of certificate at time of appointment.