

Librarian III – Open Competitive

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

- Email their resume and cover letter to 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: The work involves overall responsibility for a major functional area of a library, such as programming, technology, reference, collection development, children's services etc. The Librarian III is responsible for coordination, administration and policy implementation for the assigned area to insure efficient operation. Work is performed under general supervision of the Library Director. Supervision is exercised over the work of subordinate professional, paraprofessional, clerical and volunteer personnel. Performs related work as required.

TYPICAL WORK ACTIVITIES (Illustrative only):

- Supervises staff, services and operations of a functional area within the library and performs the work involved in a variety of library services
- Establishes work priorities and assigns the work of the organizational unit; provides instruction to staff in the performance of assigned work
- Evaluates employee performance and conduct, enabling the effective recommendation of the hiring, firing, promoting and disciplining of subordinates
- Oversees the development, execution and evaluation of programming, training and exhibits by collaborating with staff, vendors, community leaders, educators, diverse community groups, and governmental agencies
- Develops revised methods or techniques to increase efficient work operations
- Determines priorities in terms of material to be purchased and may implement collection evaluation systems
- Monitors and analyzes performance metrics, and recommends changes based on findings
- Evaluates the effectiveness of the library's services in relation to the changing needs of the users
- Develops and recommends short and long-range plans for library development and operations
- Coordinates the marketing and promotion of library services including website content, social media, press releases, and other promotional materials;
- Demonstrates leadership in organizational change by formulating and implementing policies and coordinating special projects to review and establish procedures
- Recommends, plans for, and implements new types of services
- Make administrative decisions for assigned area
- Develops budget proposals and estimates for the assigned unit and tracks expenditures throughout the fiscal year
- Performs all job functions of a Librarian I and Librarian II.

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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
- Six (6) years of professional library experience subsequent to receiving the MLS, at least two (2) of which was in a supervisory capacity.

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