

**New York State Department of Civil Service**  
DIVISION OF CLASSIFICATION & COMPENSATION

Classification Standard

***Occ. Code 3601300***

**Senior Librarian, Grade 19**

Brief Description of Class

Senior Librarians plan, develop, implement, and manage library services in either a general library servicing an institution's clients or residents or a reference library supporting technical and professional agency programs.

Distinguishing Characteristics

The class of Senior Librarian is characterized by overall responsibility for a moderate sized reference or general library consisting of more than 15,000 volumes, periodicals, tapes, etc. or a library with 10,000 volumes, periodicals, tapes, etc. with an annual circulation of more than 10,000. Incumbents perform a full range of professional library activities including administering the library, selecting and acquiring library materials, cataloging, classifying and indexing such materials, providing various services to library clientele such as reference service, literature searching, bibliography compiling, assisting readers in the use of the library, and conducting educational programs for groups of potential library users.

The nature of the library will determine the major activities to be found in any given position. However, it is not typical in either a general library or an agency reference library for incumbents to specialize in one activity to the exclusion of others. Senior Librarians who specialize are typically found in the State Library where the title is identified by a descriptive parenthetical indicating the nature of the library service specialization. The parentheticals include Automation, Law, Reference and Technical Processes. These specialists head a unit or major segment of a section of the library and usually work under the direction of an Associate Librarian who is responsible for policy direction in the area, work assignment, budgetary review, and evaluation of work.

Related Classes

Library Clerks perform and/or supervise specialized library clerical activities in support of a library program, such as organizing and maintaining the library collection, helping customers locate information, maintaining and creating online databases, and directing the acquisition, shelving, and rebinding of books. Incumbents are responsible for one or more organizational units within the library, such as Public Reader Services,

which may include Circulation, Interlibrary Loan, Special Collections and Periodicals, Acquisitions, or Technical Services.

### Illustrative Duties

Plan and develop services for library clientele.

- Based on available resources, determine priorities in terms of material to be purchased, staff to be employed, and special services to be made available.
- Establish policies and procedures governing library services.
- Prepare written budget requests for the library.
- Determine the extent of the services to be available based on the needs of the library users and the resources available.
- Determine the physical layout of the library, including location and arrangement of books and materials, special reference areas, and reading and work areas.

Manage and evaluate services provided by the library.

- Supervise subordinate professional and clerical staff by making assignments, observing their work activity, and reviewing reports, indexes, and catalogues prepared.
- Confer with library users to determine the extent to which library services meet their needs.
- Review the use of materials to determine whether materials are being utilized and to determine future acquisitions.

Select and acquire library materials.

- Establish policies governing the selection and acquisition of library materials in consultation with library users or an agency library committee within available fiscal resources.
- Review available books, periodicals, and tapes or critical reviews of them to screen those best suited for the library.
- Review requests for the purchase of library materials within the framework of stated needs, availability of fiscal resources and the priorities established for the services in the library.

- In cooperation with library users and agency administrators, establish priorities in terms of services to be offered and materials to be purchased.
- Arrange for rotating collections with local and school libraries, the State Library and the inter-library loan services.
- Acquire library materials and funds made available under certain conditions from community organizations, federal aid grants, regional libraries, and the general public in order to assist in meeting library needs.

Classify, catalogue, and index library material.

- Establish policies for the library governing classification, cataloging, and indexing.
- Assign materials to proper places using an established classification system such as the Dewey Decimal System or Library of Congress System.
- Catalogue material using established rules and reference works to identify its unique features, to describe it bibliographically and to integrate it with the rest of the collection.
- Assign subject headings by determining subject material dealt with and selecting standard subject headings which best indicate the subject matter.
- Index special collections or material of special interest to the library clientele to provide a more detailed listing of the contents of the material.

Provide reference, searching, bibliographic, and reader assistance services to the library clientele.

- Establish policies concerning the type and extent of these services.
- Explain physical layout of the library, types of material available and procedures for obtaining material.
- Explain the use of various library tools such as catalogues, indexes, bibliographies, and standard reference books.
- Answer questions from clientele which require the searching of material within the library and from outside sources.
- Compile bibliographies at the request of clientele ranging from a short list of material pertinent to the subject matter to a long list of technical material with annotations describing and evaluating material.

- Maintain bibliographies in areas of special interests to clientele or agencies.

Supervise and train subordinate staff of paid professional and clerical workers and volunteer and resident workers where they are employed.

- Interview applicants for positions and select individuals best suited for work in the library.
- Explain to staff the layout of the library, the use of standard library tools and materials, library services offered and library operating policies.
- Assign work to staff according to their qualifications, providing instruction and advice.
- Determine work priorities and deadlines.
- Review work in progress and at its completion for adherence to instructions, policy, and deadlines.

#### Minimum Qualifications

Promotion: Master's degree from a program accredited by the American Library Association and satisfactory completion of a two-year traineeship.

Open-Competitive: Master's degree from a program accredited by the American Library Association and two years of full time post-degree professional librarian experience.

**Note:** Classification Standards illustrate the nature, extent and scope of duties and responsibilities of the classes they describe. Standards cannot and do not include all of the work that might be appropriately performed by a class. The minimum qualifications above are those which were required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum qualification requirements for appointment or examination.

Date: 4/2018

## Parenthetics Attachment

Senior Librarian parenthetics are classified when the majority of a given positions duties and responsibilities emphasize a particular library service.

*Senior Librarian (Automation)*: these positions exist only in New York State Education Department. The incumbents assist with the New York State Library computer operations including managing integrated library systems, and assisting computer programmer and networking staff, and vendors.

*Senior Librarian (Law)*: these positions exist only in the New York State Department of Law. The incumbents provide reference and research services on legal and non-legal topics using information sources in a variety of formats. They provide staff with training and guidance on the use of legal and non-legal resources, and promote the effective use of new technologies for information retrieval.

*Senior Librarian (Reference)*: these positions exist only in New York State Education Department. The incumbents provide reference services to library users and select library materials.

*Senior Librarian (Technical Processes)*: these positions exist only in New York State Education Department. The incumbents are responsible for specialized cataloging, digitization, or computer application work in the State library.

### Minimum Qualifications:

#### *Senior Librarian (Automation)*

Open-Competitive: Master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience working with integrated library management systems, server, OR network operations and software applications, which includes working with at least one programming language OR operating system language such as UNIX and one mark-up language such as XML.

#### *Senior Librarian (Law)*

Open-Competitive: Master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience in a law or government library. This experience must include using New York State and Federal primary and secondary legal resources and legal databases including Westlaw and LexisNexis.

*Senior Librarian (Reference)*

Open-Competitive: Master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience in public reference services in an academic, special or public library using both traditional and electronic reference tools and involving materials selection.

*Senior Librarian (Technical Processes)*

Open-Competitive: Master's degree from a program accredited by the American Library Association and two years of full-time post-degree professional librarian experience in a medium to large library environment where your primary duties includes: acquiring library materials; acquiring, classifying and describing government documents from a federal or state agency for addition to the library's collection; working with digital content, processes, policies, storage and access; or cataloging library materials using one or more of the following metadata standards: RDA, Dublin Core, MODS, or METS.