

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

Classification Standard

Occ. Code 3601400

Associate Librarian, Grade 25 3601400
Associate Librarian Blind, Grade 25 3601436
Associate Librarian Reference, Grade 25 3601470
Associate Librarian Technical Processes, Grade 25 3601421

Brief Description of Class Series

Associate Librarians plan, develop, and manage statewide or regional library services, and supervise a staff of professional librarians and support staff.

Distinguishing Characteristics

The positions are responsible for the largest libraries, library systems, or large branch or service of the State Library. Under the general direction of a Principal Librarian or higher-level staff, the positions supervise Senior Librarians and provide direction, consultation, and support to lower-level librarians and staff at the facility level.

Related Classes

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.

Illustrative Tasks

Oversees the monitoring of ongoing operations, ensuring compliance with established policies, procedures, and planned objectives.

- Supervises staff and evaluates workflow on a continuous basis to ensure that all service areas are adequately staffed.
- Develops and implements reporting mechanisms concerning library operations, including standardized reports, monthly reports, and special reports as required.

- Conducts needs analysis and advises management of the need for new equipment, supplies, and program improvements.

Proposes, develops, and implements new or revised policy and procedure for library services.

- Writes policy statements and procedure guidelines for all aspects of library services.
- Analyzes operations, including size, breadth, depth of collection, budget pattern over last several years, amount of library usage, special programs and events, and library control systems, to assist in developing a plan to meet long-term and short-term library needs.
- Prepares written statistical reports on use of library services influencing policy planning.

Participates in development of the library's annual budget in order for anticipated expenditures to be included in the departmental budget.

When assigned to provide assistance and direction to facility librarians throughout the State, positions perform the following tasks:

- Provides in-service training and orientation programs for facility librarians, and ongoing support in interpreting statewide policies.
- Assists facility librarians in determining appropriate selections and develops an in-house technical report database of circulation and acquisitions.
- Directs facility librarians in the standards of operation and the development of programs.

Supervises and trains Senior Librarians and other subordinate staff as assigned.

- Interviews applicants for positions and selects individuals best suited for work in the library.
- Explains to staff the layout of the library, the use of standard library tools and materials, library services offered and library operating policies.
- Assigns work to staff according to their qualifications, providing instruction and advice.
- Determines work priorities and deadlines.

- Reviews work in progress and at its completion for adherence to instructions, policy, and deadlines.

Minimum Qualifications

Associate Librarian

Promotion: one year of permanent service as a Senior Librarian (including all parentheses).

Attachment

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 the work that might be appropriately performed by a class. The minimum qualifications above are those required for appointment at the time the Classification Standard was written. Please contact the Division of Staffing Services for current information on minimum requirements for appointment or examination.

Date: 6/2024

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Parenthetical Attachment

Associate Librarian parenthetics are classified when the majority of a given positions duties and responsibilities emphasize a particular library service. These positions are classified only in specialized branches or services of the State Library.

Associate Librarian (Blind): one position class; the incumbent plans, develops, and manages library services and programs for the Talking Book and Braille Library.

Associate Librarian (Reference): incumbents have overall responsibility for a major area of reference services for the general collection of the State Library; survey other libraries operated by the State as an expert consultant in library management.

Associate Librarian (Technical Processes): incumbents have overall responsibility for acquisition, cataloging, digitization, preservation, interlibrary loan, and discovery of all library material in the State Library; provide consultation to other libraries with all technical processing activities.

Minimum Qualifications

Associate Librarian (Blind)

Promotion: one year of permanent service as a Senior Librarian or Senior Librarian (Reference).

Open Competitive: Master's degree from a program accredited by the American Library Association AND three years of professional librarian experience in a medium to large library environment providing library services and outreach to populations requiring audio and/or braille materials.

Associate Librarian (Reference)

Promotion: one year of permanent service as a Senior Librarian (Reference).

Open Competitive: Master's degree from a program accredited by the American Library Association AND three years of full time post-degree professional librarian experience in a medium to large library environment where your primary duties include providing reference services to a diverse public

Associate Librarian (Technical Processes)

Promotion: one year of permanent service as a Senior Librarian (Technical Processes).

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

a medium to large library environment where your primary duties included: acquiring library materials; interlibrary loan; acquiring, classifying, and describing government documents from a federal or state agency for addition to the library's collection; or cataloging library materials using one or more of the following metadata standards: RDA, Dublin Core, MODS, or METS; digitizing library material or overseeing digital projects; preserving or reformatting library material; or performing system administration of library discovery systems and library software packages.