

LIBRARIAN II

DEFINITION OF WORK

Under general direction, employees perform advanced professional librarian work in one of the Cumberland County libraries. Employees manage a library section and staff for an assigned specialty/services area such as Regional Branch, Youth Services, Information Services, State/Local History, and Technical Services. Employees manage the collection; provide supervision, training, and scheduling of staff; provide in-depth research services for the public; staff a public service point; provide instruction/training for customers; and develop and conduct adult and/or youth programming. In the absence of a branch manager or section manager, employees may serve as supervisor. Employees receive guidance and direction from and report to a Librarian III. Employees coordinate system-wide activities such as teen services or outreach.

EXAMPLES OF WORK

Employees plan and manage the programs, services and staff of an assigned Branch or Library specialty/services area. Perform a variety of supervisory duties associated with managing staff to include hiring, preparing work schedules, assigning and reviewing work, establishing performance standards, providing direction and guidance, training, and evaluating performance. Employees plan and implement programs and services of assigned area/branch; and compile and maintain program related statistics. Select and maintain books and materials; perform related processing, cataloging, recordkeeping and maintenance duties. Add, delete, and update information in databases and resources to ensure accurate and current reference information. Evaluate programs and services; identify needed changes and community interests. Assist library customers by providing reference and information services; and assist customers in the use of library resources and systems. Develop and implement plans for system-wide services and programs. Research and write grants under supervision. Employees perform related work as required.

EMPLOYMENT STANDARDS

Education and Experience:

Master's degree in Library Science and two years of professional public library experience, preferably including six months of supervisory experience. Trainee candidates must have 12 months of professional public library experience.

Knowledge, Skills, and Abilities:

Considerable knowledge of current materials, literature and trends, technology and developments in library services; working knowledge of OCLC software; working knowledge of the organization of the Department, and of related departments and agencies; knowledge of the principles and practices of modern library operations, policies and procedures; knowledge of established cataloging, serials, and acquisitions principles, practices, and methods; knowledge of established genealogical and family history research methods and resources; knowledge of current preservation and conservation standards; knowledge of archival and digitization standards and practices; knowledge of relevant periodicals, newspapers and electronic services in an assigned area; ability to interpret an extensive variety of data and information and abstract and concrete variables; ability to perform library functions via automated public catalog and circulation system; ability to understand, use, and assign subject headings and indexing schemes; ability to express ideas effectively, orally and in writing; and an ability to maintain effective relationships with staff, customers and the community.

SPECIAL REQUIREMENTS

Background check with local law enforcement agency required. Some positions within classification may require a valid North Carolina driver's license. Condition of Employment: Each applicant who is tendered an offer for employment for any position with Cumberland County shall be tested for the use of drugs specified in the County policy. Refusal to submit to testing or a confirmed positive test shall be basis for withdrawal of the conditional employment offer.

ADA REQUIREMENTS

Work is performed in an office environment. Tasks are regularly performed without exposure to adverse environmental conditions, such as dirt, dust, pollen, odors, wetness, humidity, rain, fumes, temperature and noise extremes, machinery, vibrations, electric currents, traffic hazards, toxic agents, violence, disease, or pathogenic substances.

PHYSICAL REQUIREMENTS

Must be able to exert moderate, though not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, and crawling.

Must be able to lift, carry, push, and/or pull objects and materials of moderate weight up to 40 pounds.

Must be able to perform coordinated movements such as operating office equipment and keyboarding.

Some tasks require visual perception and discrimination.

Some tasks require oral communications.