



# Albany Public Library

[www.albanypubliclibrary.org](http://www.albanypubliclibrary.org)

## External Post

**Position:** Full Time Librarian II, Branch Manager  
**Location:** Delaware Branch  
**Classification:** Librarian II  
**Reports to:** Head of Branch Services  
**Updated:** 11/1/2024

**General Statement of Duties:** The incumbent directs and supervises a department or branch location of the Albany Public Library. The incumbent selects materials and plans programs to meet the needs of the patrons and may perform reference services. The Librarian II participates in staff selection, training, evaluation and/or scheduling, discipline of employees. General supervision is received from a higher-level librarian or administrator. Supervision is exercised over the work of other personnel.

### Job Description:

- Provides reference and reader advisory services to library users and instructs public in proper use of library resources
- Compiles bibliographies
- Answers reference questions for library users and staff
- Performs on-line computer searches of databases
- Performs original cataloging and classifications
- Supervises the work of clerical, paraprofessional, professional and volunteer personnel
- Assigns duties, supervises and evaluates departmental or unit staff
- Recommends, plans and implements new types of services
- Performs difficult and involved informational and referral services
- Performs varied and/or specialized professional library work in collection development, including acquisition, evaluation and selection, discarding, weeding and withdrawal of books and non-book materials
- Develops and maintains library materials collections
- Develops and conducts programs of tours, book talks, multi-media programs, story and picture book hours
- Serves as a liaison with community groups and/or other libraries
- Keeps informed of professional developments through attendance at professional organizations, meetings, workshops, continuing education courses and reading professional materials
- Prepares statistical and narrative reports of activities, memoranda, correspondence and/or publicity materials
- Arranges special library theme displays
- Arranges for and processes inter-library loans
- Prepares new book and non-book materials for circulation
- Participates in the implementation and/or enhancement of library automation
- Enters and retrieves information in an automated information system
- Performs stack maintenance
- Performs other duties as assigned

**Required Skills and Abilities:**

- Knowledge of modern library organizations, procedures policies, aims and services
- Knowledge of modern principles and practices of library science
- Knowledge of bibliographical tools and sources
- Demonstrates the ability to use on-line database systems
- Ability to use personal computers and office equipment
- Performs of technical library tasks
- Ability to work independently and as a team
- Comprehends users' needs quickly and accurately
- Demonstrates the ability to express ideas clearly and effectively, both orally and in writing;
- Demonstrates ability to read and comprehend written material
- Detail oriented
- Ability to lift objects such as books, supplies and files
- Prepare statistical reports involving computation using fractions, decimals and percentages

**Minimum Qualifications:**

- Graduation from a registered college or university accredited by the American Library Association or registered by the NYS Education Department to grant degrees with a Master's Degree\* in Library Science, Information Services or equivalent and two (2) years of professional library experience in a library of recognized standing.
- Incumbent must be reachable on the civil service list or in the classification of Librarian II
- Eligibility and application for a New York State Public Librarian's Professional Certificate at the time of appointment

**Work Schedule:** 37.5 hours a week with a combination of day, evening, weekend and holiday hours is required.

**Salary: \$60,739.46 or current salary**

**Deadline: Until Filled**

**Apply to: Send cover letter, resume and 3 professional references including email addresses:**

Human Resources  
161 Washington Avenue  
Albany, NY 12210  
hr@albanypubliclibrary.org

Albany Public Library is an AA/EO institution and is strongly and actively committed to increasing diversity within its organization.