



## **Reference and Technology Librarian (Civil Service Title: Librarian I)**

Anticipated Salary Range: \$40,000-\$45,000 Annually

Benefits: NYS Retirement, PTO, and Health Insurance, Paid Holidays

Full-Time: 35 Hours/Week

More information can be found at [gplny.org](http://gplny.org)

### **Position Summary:**

The Reference and Technology Librarian is an administrative and supervisory role. The Reference and Technology Librarian manages the operations of the Reference Floor and develops, coordinates, and implements technology-related programming for adults.

The Reference and Technology Librarian collaborates with library staff to develop community outreach initiatives through relationship building, innovative programming, and necessary services to support underserved populations within the Geneva area. It is the role and responsibility of the Reference and Technology Librarian to foster partnerships with HWS colleges, GCSD, regional organizations, applicable Ontario County departments, area non-profits, and local businesses.

The Geneva Public Library serves as the Central Library of the OWWL Library System, and the Reference and Technology Librarian serves as the Central Librarian.

### **Essential Duties:**

#### **Reference and Technology Librarian**

- Oversees Reference Floor staff and operations
  - Approve timecards for directly supervised staff
  - Meets with directly supervised staff regarding performance issues, incidents, etc.
  - Approves requests for time off submitted by directly supervised staff
- Analyzes reference desk procedures for possible changes based on efficiency and need
- Meets regularly with other supervisors and department staff to discuss projects, issues, etc.

- Works with Youth Services Librarian and Executive Director to respond to staff/staff or patron/staff conflicts involving directly supervised staff members
- Assists with interviewing, hiring, and training library staff who work on the reference desk or with library technology
- Oversees the preservation, security, and collection management of Local History materials
- Has general oversight of the Reference Floor
- Fields reference requests
- Develops, recommends, and implements new programs and services
- Conducts specific staff training as required
- Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses, and reading professional materials
- Recommends policies and procedures to the Executive Director

### **Outreach Services, New Initiatives, and Programming**

- Fosters relationships with HWS colleges, GCSD, regional organizations, applicable Ontario County departments, area non-profits, and local businesses.
- Collaborates with library staff to determine proper and effective ways to bring the message of library services to the Geneva community
- Serves as a liaison to community groups, the public, and other libraries and works with local community organizations on collaborations
- Appears on radio shows, podcasts, etc, when the opportunity arises to speak about library advocacy issues

### **Technology Services**

- Manages library hardware, software, and other technology needs
  - Acts as the contact with the OWWLHQ CANS Team to ensure equipment and software are up to date
  - Suggests and implements new technology-related services that benefit staff and patrons
  - Assists Executive Director in assessing budget needs and keeping inventory of technology hardware
  - Ensures library staff adheres to applicable policies and laws regarding Patron Privacy, Employee Technology Use, and the Technology Disaster Recovery Plan

### **Central Librarian**

- System-Wide Support
  - Plays a crucial role in leading and coordinating system-wide Central Library services and initiatives
  - Oversees shared resources funded through Central Library

- Facilitates Central Library-funded digital platforms and databases
- Develops and implements necessary training and professional development for member library staff

**General Expectations:**

All library staff is expected to be reliable, punctual, and efficient; handle situations with the public and each other with tact and courtesy; understand and apply library policies; generally supervise the use of the library by the public and staff to protect library property and ensure general public safety; and comply with the Library's Code of Service.

**Minimum Qualifications:** Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

**Special Requirement:** Eligibility for a New York State Public Librarian's professional certificate at the time of application; possession of certificate at time of appointment.

More information can be found on the Ontario County Human Resources website.

The Geneva Public Library serves as a vital resource for the Geneva region and its surrounding communities. Situated at the north end of Seneca Lake, in the heart of the Finger Lakes, the library is an information hub and a thriving community center, welcoming over 100,000 visitors annually. Through focused outreach initiatives and strategic partnerships, we continually expand our services to reach those who need them most. Together, we are building a culture of lifelong learning, empowerment, and meaningful connection.

## Geneva Public Library – Vacancy

Appointment will be made on a Provisional basis, with permanent appointment following successful qualification in a Civil Service Examination which will be scheduled at a later date.

### LIBRARIAN I

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for basic level librarian duties. Employees in this class are expected to perform specific applications of professional duties under the general supervision of other professional Librarians. Supervision may be exercised over the duties of Library Assistants, Clerks, Pages and volunteers. Performs related work as required.

### TYPICAL WORK ACTIVITIES: (Illustrative only)

Provides reference and reader's advisory services and instruction to library users;  
Performs original cataloging and classification and record editing;  
Performs collection development by recommending titles for purchase and/or deletion;  
Plans and implements library programs for adults or children;  
Compiles bibliographies and functions as subject specialist;  
Performs on-line database searches, and search training;  
Serves as a liaison for library services to community groups or other libraries;  
Designs and produces public relations and library instruction materials;  
Prepares statistical and/or narrative reports, memoranda and correspondence;  
Supervises the work of clerical, paraprofessional and volunteer personnel in assigned tasks;  
Keeps informed of professional developments through participation in professional organizations, system meetings, workshops, continuing education courses and reading professional materials.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of modern principles and library science; good knowledge of on-line database systems; good knowledge of bibliographic tools and sources; good knowledge of library materials and collection issues for a specific subject area if functioning as a subject specialist; good knowledge of modern library organizations, procedures, policies, aims, and services; skill and accuracy in the performance of technical library tasks; ability to perform as a team member in the planning and implementation of automation or other library programs; ability to think critically to understand the needs of library patrons and groups and to prescribe information or materials accordingly; ability to carry out library policies and procedures; ability to read and comprehend library literature and research; ability to express ideas clearly and effectively both orally and in writing to groups and individuals; ability to plan, coordinate, and supervise the work of others; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Master's Degree in Librarianship from a library school that is accredited by the American Library Association or recognized by the New York State Education Department as following accepted education practices.

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

APPROVED: AUGUST 6, 1998

CIVIL SERVICE CLASSIFICATION: COMPETITIVE