



Reference and Technology Librarian (Librarian I)

Anticipated Salary: \$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.

Position Summary:

The Reference and Technology Librarian is an administrative position that manages the staff and 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 innovative programming and essential services to support all populations in the Geneva area. It is the responsibility of the Reference and Technology Librarian to foster partnerships with regional organizations, area non-profits, and local businesses.

Essential Duties:

Reference and Technology Librarian

- Oversees Reference Floor staff and operations
- Analyzes reference desk procedures for possible improvements
- Meets regularly with other supervisors and department staff to discuss initiatives, services, issues, etc.
- 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 the Local History materials
- Fields reference requests
- Develops and implements technology and genealogy programs,

events, classes and services

- Hosts one-on-one technology assistance sessions
- Conducts specific staff training as required
- Keeps informed of professional development opportunities
- Recommends policies and procedures to the Executive Director

Outreach Services, New Initiatives, and Programming

- Fosters relationships with Hobart William Smith colleges, regional organizations, 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
- Appears on radio shows, podcasts, etc, when the opportunity arises to speak about library advocacy issues

Technology Services

- Oversees library hardware, software, and other technology needs

General Expectations:

All library staff are expected to demonstrate reliability, punctuality, and efficiency in the performance of their duties. Staff will interact with the public and colleagues with professionalism, tact, and courtesy, and consistently understand and apply established library policies. In addition, staff are responsible for overseeing the use of library facilities by both patrons and employees to safeguard library property and promote a safe environment for all. Adherence to the Library's Code of Service is required.

About GPL:

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 more than 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.

This title has been approved under the NYS HELPS Program – the civil service exam has been waived. For additional information regarding the NYS HELPS Program, please visit:

<https://cs.ny.gov/help/faq.cfm>.

Please upload a resume, cover letter, and three professional references when you apply on the Employment Portal.

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.