

## **LIBRARIAN TRAINEE**

**DISTINGUISHING FEATURES OF THE CLASS:** This is a trainee position where work is performed while attending an accredited library school pursuing a master's degree in Library Science or Information Studies. Term of appointment will not exceed 3 1/2 years during which the incumbent is required to obtain a Masters Degree in Library Science or Information Studies from a library school accredited by the American Library Association or recognized by the New York State Education Department. The employee learns and performs increasingly difficult tasks of a Public Librarian, working under supervision of professional librarians. Does related work as required.

### **TYPICAL WORK ACTIVITIES:**

Learns to and assists in providing advisory and guidance services to library users;

Learns to and assists in the performance of original cataloging and classification techniques;

Learns to and assists in answering reference questions for users and library staff;

Learns to and assists in collection development, recommending titles for purchase and/or deletion;

Learns to and assists library patrons in on line computer searches of databases;

Learns to and assists in providing training regarding conduct of on-line searching to users;

Learns to and assists on compiling bibliographies;

Learns to and assists in conducting tours, book talks, multi-media programs, story and picture book hours;

Learns to and assists in serving as a liaison for activities with community groups or other libraries;

Learns to and assists in preparing statistical and/or narrative reports, memorandum and correspondence;

Learns to and assists in instructing the public in proper use of library resources;

Learns to and assists in the supervision of the work of clerical, paraprofessional and volunteer personnel for particular assignments;

Learns to and assists in keeping informed of professional developments.

### **FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS:**

Working knowledge of modern principles and practices of library service;

Working knowledge of library methods and materials, including on-line data base systems;

Working knowledge of modern library organizations, procedures, policy and services;  
Working knowledge of bibliographical tools and sources;  
Skill in the performance of basic technical library tasks;  
Ability to read and comprehend written material;  
Ability to express ideas clearly and accurately, both orally and in writing;  
Ability to get along well with patrons;  
Ability to perform close detail work;  
Ability to lift objects such as books, supplies and files;  
Ability to perform calculations involving basic arithmetic functions;  
Willingness to be exposed, on occasion, to dust and dirt;  
Accuracy;  
Physical condition commensurate with the demands of the position.

**MINIMUM QUALIFICATIONS:** Graduation from regionally accredited or New York State registered four-year college or university with a Bachelor's Degree.

**SPECIAL REQUIREMENT FOR APPOINTMENT:** Prior to any appointment, must show evidence of enrollment in a American Library Association or New York State registered graduate library program, completion of which will qualify the applicant for a Master's Degree in Library Science, Information Studies or other graduate library degree, and possession of a current New York State Public Librarian's Professional Certificate at time of appointment.