

Competitive

LIBRARIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position where work is performed while attending an accredited library school pursuing a masters degree in Library Science. Term of appointment will not exceed 3½ years during which the incumbent is required to obtain a Masters Degree in Library Science 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 how to and assists in the performance of the following typical work activities:

Provides advisory and guidance services to library users;  
 Performs original cataloging and classification techniques;  
 Answers reference questions for users and library staff;  
 Assists in collection development, recommending titles for purchase and/or deletion;  
 Performs on line computer searches of databases;  
 Provides training on conduct of on-line searching to users;  
 Compiles Bibliographies;  
 Conducts tours, book talks, multi-media programs, story and picture book hours;  
 Serves as a liaison for activities with community groups or other libraries;  
 Prepares statistical and/or narrative reports, memorandum and correspondence;  
 Instructs public in proper use of library resources;  
 Supervises the work of clerical, paraprofessional and volunteer personnel for particular assignments;  
 Keeps 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.

LIBRARIAN TRAINEE - Contd.

MINIMUM QUALIFICATIONS: Graduation from a 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 and a New York State Public Librarians Professional certificate.