

LIBRARIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS:

This is an entry-level traineeship position in a library. The incumbent works in a library while attending an accredited library school pursuing a master's degree in Librarianship. The employee learns and performs increasingly difficult tasks of the professional librarian, working under direct supervision with gradual leeway allowed for the independent performance of prescribed duties. During the traineeship the candidate must attain a graduate library degree from a school accredited by the American Library Association or recognized by the New York State Education Department. Upon successful completion of the training program and obtaining a current New York State Public Librarian's Professional Certificate from the New York State Education Department, the employee assumes the full-performance position of Librarian I without further examination. Supervision is received from the Library Director or other professional library personnel.

TYPICAL WORK ACTIVITIES:

The following is indicative of the level and types of activities performed by positions in this title. It is not meant to be all inclusive and does not preclude a supervisor from assigning activities not listed which could reasonably be expected to be performed by an employee in this title.

1. Answers reference questions for the public and library staff;
2. Assists patrons in use of on-line catalog, location and selection of material;
3. Performs cataloging, classification services, on-line computer searches of databases, compiles bibliographies, and maintains files and records;
4. Instructs the public in the use of library resources which include on-line searching;
5. Reads, shelves and participates in taking inventory of books and other library materials;
6. Types correspondence, reports, and lists;
7. Coordinates and directs special programs as assigned;
8. Performs circulation desk duties as required;
9. May supervise the work of clerical, paraprofessional and volunteer personnel for particular assignments.

FULL PERFORMANCE KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of modern principles and practices of library science;
Knowledge of library methods and materials, including on-line database systems;
Knowledge of bibliographical tools and sources;
Knowledge of modern library organization, procedures, policy, and services;
Ability to learn technical library tasks;
Ability to express ideas clearly and accurately, both orally and in writing;
Ability to establish and maintain effective working and public relationships;
Personal characteristics necessary to perform the duties of the position;
Physical condition commensurate with the demands of the position.

LIBRARIAN TRAINEE (Cont'd)

MINIMUM QUALIFICATIONS:

Graduation from a regionally accredited or New York State registered four year college with a bachelor's degree and current enrollment in an American Library Association or recognized by the New York State Education Department-approved program leading to a Master's degree in Library Science.

SPECIAL REQUIREMENT:

After completion of traineeship candidate must possess an MLS degree and a current New York State Public Librarian's Professional Certificate from the New York State Education Department in order to be appointed to Librarian I.

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ADOPTED: 07/10/86 12/04/00 01/08/14