

LIBRARIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: This is a trainee position where work is performed while the incumbent is attending an accredited library school pursuing a Master's Degree in Librarianship. The incumbent is required to obtain a Master's Degree in Librarianship from a school accredited by the American Library Association or recognized by the New York State Education Department as a condition of completion of the traineeship. The employee learns and performs increasingly difficult tasks of the Professional Librarian, working under supervision of librarians. Does related work as required.

TYPICAL WORK ACTIVITIES: *The typical work activities listed below, while providing representative examples of the variety of work assignments in the title, do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.*

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 the public and library staff;

Assists in the 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;

Instructs the public on the use of library resources;

Supervises the work of clerical, paraprofessional and volunteer personnel for particular assignments;

Keeps informed of professional developments.

LIBRARIAN TRAINEE**Page 2****FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARAC-**

TERISTICS: Working knowledge of modern principles and practices of library science; 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 perform close detail work; ability to perform calculations involving basic arithmetic functions; tact and courtesy in dealing with staff and public.

MINIMUM QUALIFICATIONS: Contact your municipal civil service agency to establish minimum Qualifications and length of traineeship. The duration of the traineeship must be in conformance with the minimum civil service agency rules.