

LIBRARIAN TRAINEE

Code No.: 5-12-004
NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: This is a paraprofessional position responsible for learning library procedures, techniques and skills under professional guidance, and for successful completion of a graduate program in library science. Increased professional responsibilities are assigned as professional ability progresses. General supervision may be exercised over library pages and/or other non-professional personnel. The employee reports directly to and works under general supervision from a professional librarian. Does related work as required.

TYPICAL WORK ACTIVITIES: (All need not be performed in a given position. Other related activities may be performed although not listed):

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 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 in the use of library resources;

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

Keeps informed of professional developments.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the modern principles and practices of library service; working knowledge of library methods and materials, including on-line data base systems; working knowledge of the arrangement and uses of library materials; working knowledge of cataloging, classification, circulation and reference activities; working knowledge of bibliographical tools; ability to learn to conduct book talks, multimedia programs, story hours, etc.; ability to read and comprehend written material; ability to communicate effectively both orally and in writing; aptitude for professional library work; good judgment; accuracy; tact; ability to establish and maintain effective relationships; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree.

SPECIAL REQUIREMENT: Evidence of eligibility for acceptance in a graduate program, completion of which will qualify the applicant for a New York State public librarian's professional certificate.

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

ADOPTED: July 15, 1963
REVISED: November 19, 1987
REVISED: April 18, 1991
REVISED: December 3, 1998