

LIBRARIAN TRAINEE

DISTINGUISHING FEATURES OF THE CLASS: The work involves responsibility for performing, and learning to perform, public librarian functions. The incumbent additionally pursues a graduate program leading to a Masters Degree in Library Science. This traineeship may not exceed 3 1/2 years. After successful completion of the graduate program, the incumbent is appointed to the title of Librarian I without further examination. Work is performed under the general supervision of a higher level professional employee with increased professional responsibilities assigned as professional ability and experience progresses. Supervision may be exercised over the work of non-professional personnel. 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 and assists in:

Library information, reference and referral services;

Advisory and guidance services;

Cataloging and classification of library materials;

Compiling book lists;

Preparing library exhibits and displays;

Conducting book talks, multimedia programs, story and picture book hours and liaison activities with community groups;

Supervising non-professional library personnel.

FULL PERFORMANCE KNOWLEDGES, SKILLS. ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of the principles and practices of library service; working knowledge of the arrangement and uses of library materials; working knowledge of cataloging, classification, circulation and reference activities; ability to learn to compile book lists; ability to learn to prepare library exhibits and displays; ability to learn to conduct book talks, multimedia programs, story hours, etc.; ability to communicate effectively both orally and in writing; ability to establish and maintain effective relationships; aptitude for professional library work; good judgment; accuracy; tact; 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 bachelors 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 certificate.

ULSTER COUNTY
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Revised: July 17, 1990