

GENESEE COUNTY
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 Masters Degree in Librarianship from a school accredited by the American Library Association or one 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 librarian(s). 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;
Assists with the development of the Juvenile and Young Adult collections;
Assists with the library's programming;
Maintains neatness and organization of the children's room;
Answers reference question for the public and library staff;
Assists and provides training to patrons regarding the use of
public access computers, on-line searching, online catalog, database use,
Libby and Hoopla;
Performs original cataloging and classification techniques;
Assists in the collection development, recommending of titles for
purchase and/or deletion;
Complies and maintains bibliographies;
Conducts presentations, book talks, multi-media programs, story and picture
book hours;
Answers phones, greets, assists and instructs patrons in the use of
library resources;
Checks library materials in and out and shelving of library materials;
As assigned may open or close the library according to set procedure;
Performs routine circulation desk duties;
Supervises the work of clerks, pages and volunteers 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 science; Working knowledge modern library organizations, procedures, policy and services; Working knowledge of library methods and materials, including on-line data base systems; Working knowledge of a computer including Micro Soft word and the use of the internet; Skill in the performance of basic technical library tasks; Ability to read and comprehend written material; Ability to communicate strongly both orally and in writing; Ability to work to work with and provide services for children; Ability to supervise; Knowledge of and/or ability to learn Innovative Millennium circulation software; Tact and courtesy in dealing with staff and patrons; Physical condition commensurate with the demands of the position.

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MINIMUM QUALIFICATIONS: Graduation from high school or possession of an appropriate equivalency diploma recognized by the NYS Department of Education, **AND:**

- A. Graduation from a regionally accredited or NYS registered college or university with a Bachelor's Degree, one (1) years of experience in a library setting **AND** current enrollment in a Master's of Library Science Program.

TRAINEESHIP: A traineeship is for a period of one (1) to two (2) years, depending on where the incumbent is in the Master's program.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

All qualified applicants will be afforded equal employment opportunities without discrimination because of race, creed, color, national origin, sex, age, disability or marital status.

Competitive