

**COUNTY OF ORANGE
MUNICIPAL/SCHOOL
JOB CLASSIFICATION SPECIFICATION**

CLASS TITLE: LIBRARIAN I TRAINEE

TITLE #: 1889

DISTINGUISHING FEATURES OF THE CLASS: This is an entry level traineeship position in a library while the incumbent is attending an accredited library school accredited by the American Library Association or recognized by the New York State Education Department, pursuing a Master's Degree in Librarianship. Assignments become progressively more difficult as their experience in the field broadens. Does related work as required.

TYPICAL WORK ACTIVITIES:

Answers reference questions for the public and library staff; the use of library resources;

Assists patrons in use of online catalog, location, and selection of materials;

Performs basic cataloging and classification services, online computer searches of databases, compiles bibliographies and maintains files and records;

Instructs the public in the use of library resources which include online searching;

Reads, shelves, and participates in taking inventory of books and other library materials;

Types correspondence, reports and lists;

Coordinates and directs special programs as assigned;

Performs circulation desk duties as required;

May supervise the work of clerical paraprofessional and volunteer personnel for particular assignments;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of principles and practices of library science; good knowledge of library methods and materials, including database systems and web searching; good knowledge of bibliographic tools and sources; good knowledge of modern library organization, procedures, policies and services; ability to express ideas clearly and concisely both orally and in writing; ability to establish and maintain effective working and public relationships; physical condition commensurate with the demands of the position.

CLASS TITLE: LIBRARIAN I TRAINEE (continued)

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MINIMUM QUALIFICATIONS: Possession of a Bachelor's Degree and completion of or 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 (MLS) or Master of Science Degree in Information Science (MSIS).

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

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 <https://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.

JURISDICTIONAL CLASSIFICATION: Competitive