

[Go Back](#)**NASSAU COUNTY****Title : LIBRARIAN I (MUSIC
SPECIALIST)****SCHOOL DISTRICTS****Code: 310050 NMK****CLASS SPECIFICATION****Page : 1 of 1****Competitive****GENERAL STATEMENT OF DUTIES**

Performs entry-level professional librarian duties in the Hewlett-Woodmere Public Library; performs related duties as required.

COMPLEXITY OF DUTIES

Under direct supervision, employees in this class are expected to learn the specific applications of professional training. Supervision may occasionally be exercised over clerical personnel and pages in particular tasks.

TYPICAL DUTIES

1. Assists readers in the selectin of books, music scores, and recordings.
2. Performs basic cataloging and classification techniques.
3. Answers reference questions.
4. Compiles bibliographies.
5. Assists in the development of music-related programs and services.
6. Reviews selection of specialized music materials and media.
7. Supervises the work of clerical personnel, as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES

1. Knowledge of the modern principles and practices of library services.
2. Knowledge of modern library organization, procedures, and materials.
3. Knowledge of music and music history.
4. Ability to perform technical librarian tasks.
5. Ability to establish and maintain effective working relationships with associates, subordinates, and the public.

MINIMUM QUALIFICATIONS**Training and Experience**

Possession of a New York State Public Librarian's Professional Certificate
and

Eighteen (18) undergraduate or graduate credits from a regionally accredited or New York State registered college or university in the history, literature, and materials of music.

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