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**NASSAU COUNTY**  
**SCHOOL DISTRICTS**  
**CLASS SPECIFICATION**

**Title : LIBRARIAN TRAINEE**  
**Code: 310040 NMA**  
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**Non-Competitive**

This position is in the non-competitive class. Candidates are selected on the basis of interest in library work and general intelligence. Term of appointment may not exceed 3 1/2 years, during which the incumbent is required to obtain the master's degree in an approved graduate program. The appointment may be terminated if the trainee does not show ability to develop skills in the performance of technical library tasks or adaptability for the work. (This action may require amendment of local civil service rules).

**GENERAL STATEMENT OF DUTIES**

Performs and learns to perform public librarian functions under professional guidance; pursues a graduate program leading to the master's degree; does related work as required.

**COMPLEXITY OF DUTIES**

This is a pre-professional position involving responsibility for learning Library procedures, techniques and skills under professional guidance and for successful completion of an acceptable graduate program. As the trainee progresses in professional ability and skills, he or she may be assigned increased technical responsibilities and some supervisory responsibilities over the work of non-professionals.

**TYPICAL DUTIES**

Learns and assists in:

1. Library reference and information services.
2. Reader's advisory and guidance services.
3. Cataloging and classification of library materials.
4. Compiling book lists.
5. Preparing library exhibits and displays.
6. Conducting book talks, story and picture book hours.
7. Preparing loan records, circulation statistics, shelf lists, and book orders.
8. Charging, discharging and arranging books.
9. Supervising of library pages and other non-professional personnel.

**FULL PERFORMANCE KNOWLEDGES, SKILLS, AND ABILITIES**

1. General intelligence indicating ability to comprehend written materials.
2. Adaptability to new situations.
3. Ability to carry out instructions.
4. Ability to learn rapidly.
5. Initiative, resourcefulness, good judgment, orderliness, accuracy, tact, adaptability.
6. Ability to get along well with others.
7. Good physical condition.

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**MINIMUM QUALIFICATIONS**

**Training and Experience**

Graduation from a four year college or university recognized by the University of the State of New York.

**Special Requirements For Acceptance Of Applications**

Prior to any appointment; Evidence of eligibility for acceptance in a graduate program completion of which will qualify the applicant for provisional certification as a Junior Librarian issued by the Library Extension Division, State Education Department.

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