

# Classification and Qualification STANDARDS

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## Library Services Specialist Trainee

*Class Code: 2885  
Date Established: 07-01-2011*

### OVERVIEW:

The Library Services Trainee classification provides a training opportunity for approximately six to twelve months. During the training period, an incumbent works under direct supervision to acquire the essential knowledge, skills and abilities to perform work comparable to that of a Library Services Specialist – Position Skill Level I. The ability to learn and apply the following knowledge, skills and abilities is essential to successful completion of the training program:

- ◆ A basic understanding of how the library is organized and the role of different functional areas within the library.
- ◆ An understanding of and the ability to apply the policies and procedures pertinent to the functional area within the library to which the Trainee is assigned.
- ◆ The ability to use the campus automated library systems and/or applicable sub-system(s) to perform duties in the assigned functional area within the library.
- ◆ A working knowledge of library terms and bibliographic structures and the ability to conduct bibliographic searches.
- ◆ The ability to use campus and related on-line catalogs and systems to perform assigned duties.
- ◆ Familiarity with the ethical practices associated with the use of and access to library information.

The length of the training program will depend on the Trainee's prior experience, but cannot exceed the equivalent of twelve months of service. Permanent status cannot be achieved in this trainee classification. At the completion of the training, the Trainee is expected to be able to perform the duties of a Library Services Specialist – Position Skill Level I with minimal supervision. Upon successful completion of the training program within the specified time frame, the Trainee will be reclassified to the Library Services Specialist – Position Skill Level I.

### Typical Qualifications

Successful performance in learning and performing the trainee duties requires a high school education or equivalent certification. In addition, entry to this classification requires the following knowledge, skills and abilities as a foundation for learning the work of the Library Services Specialist.

- ◆ Working knowledge of general office procedures, methods and practices.
- ◆ Working knowledge of English grammar, punctuation and spelling, including the ability to clearly communicate verbally and in writing.
- ◆ Foundation knowledge of basic arithmetic operations.
- ◆ A basic understanding of and the ability to use information and automated systems, including standard desktop software packages.
- ◆ The ability to work in a diverse environment and be service-oriented in working with patrons and other library staff.