

CITY OF OCEANSIDE

JANUARY 2006  
JOB CODE: 1610CE  
UNIT: OCEA

## **LIBRARY TRAINEE**

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

### **DEFINITION**

This is library work in a training capacity developing knowledge and skills in the field of library science and, as part of the training program, performing a variety of assignments throughout the City's library system. Work is performed under the close supervision of a higher-level librarian. Employees in this class perform a variety of librarian duties as part of their training in library science; and perform other related duties as assigned.

**EXAMPLES OF DUTIES** - *Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Explains the general arrangement and resources of the library and use of library facilities; assists readers in locating library materials; furnishes information about books, authors and reference materials; compiles bibliographies and booklists; conducts children's story hours; presents book talks; conducts library programs for patrons such as film programs; catalogues books; processes books, periodicals and other materials into the collections; makes additions to or corrections in data base material; visits schools and school librarians to foster use of the City's library system; reviews and evaluates books; chooses library materials for inclusion in agency collections; removes worn and obsolete materials from the various library collections; performs other related work as required.

### **MINIMUM QUALIFICATIONS**

#### **Knowledge of:**

English usage, spelling, grammar, and punctuation.  
Basic Internet usage and structure.  
Principles and procedures of record keeping.  
Principles of business letter writing and basic report preparation.

#### **Ability to:**

Operate a variety of office equipment including a computer and associated word processing applications.  
Assist library patrons in response to reference and directional library questions.  
Organize and maintain files and records.  
Learn and interpret library policies, procedures, and objectives to staff, community groups, and the general public.  
Learn to operate computerized cataloging, bibliographical, acquisition, and circulation data systems.

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**Library Trainee** *(Continued)*

Communicate effectively, both verbally and in writing.  
Follow verbal and written instructions.  
Conduct accurate and thorough research.  
Establish and maintain effective relationships with those contacted in the course of work.

**Experience and Training Guidelines**

**Experience:**

Experience performing library or research activities.

**Training:**

College course work in library science.

**License:**

A current, valid, California driver's license.

**WORKING CONDITIONS**

**Environmental Conditions:**

Office environment; exposure to books, shelves, general public, and computer screens.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for bending, stooping, reaching, standing, and sitting for prolonged periods of time; speaking and hearing to exchange information; visual acuity to read and interpret information.