



Marcellus Free Library
32 Maple Street
Marcellus, NY 13108
marcelluslibrary.org

Marcellus Free Library

Part-time Library Trainee

The Library Trainee works both independently and as part of the Marcellus Free Library team to support the library's mission and goals. This position is designed to help graduate students develop practical knowledge and skills in the principles, practices, objectives, and techniques of librarianship.

As part of this training, the Library Trainee performs duties traditionally assigned to pages and clerks and assumes additional responsibilities as delegated by librarians. The position provides opportunities to gain hands-on experience in public service, collection development, programming, technology, and general library operations.

Clerical and Page Duties

The Library Trainee will perform duties including, but not limited to:

- Staff the circulation desk as scheduled by the Circulation Manager.
- Check in and check out library materials using the Polaris LEAP system.
- Register new patrons and issue new and replacement library cards.
- Collect fees for use of the library's copy machine, fax machine, and printer.
- Assist patrons with the use of the library's copy machine, fax machine, printer, computers, and installed software.
- Provide basic technical assistance with the online catalog and library website.
- Provide reader advisory services and assist patrons in selecting materials.
- Recommend materials for library acquisition.
- Update databases, files, and other records as needed.
- Sort, organize, and shelf library materials.
- Assist patrons with locating materials, placing holds, and learning about library programs, services, and policies.
- Monitor the library for security and behavioral concerns and respond appropriately.
- Perform library opening and closing duties as needed.
- Answer front desk telephone calls and respond to routine patron inquiries.
- Provide courteous and welcoming service to patrons of all ages and backgrounds.

Additional Library Trainee Duties

- Assist librarians with planning, preparing, and presenting library programs, with a particular focus on adult programming as needed.
- Create promotional materials to promote library programs, services, and resources.

- Assist with collection development and other collection projects as assigned by librarians.
- Take on additional responsibilities and projects that support professional development and library operations.

Knowledge, Skills, and Abilities

The successful candidate should demonstrate:

- Knowledge of and commitment to the library's mission, principles, and policies.
- A strong commitment to providing excellent public service.
- The ability and willingness to work collaboratively as part of a team.
- Strong customer service and interpersonal skills.
- Strong research, organizational, and information-management skills.
- Proficiency in English, mathematics, and computer technology.
- Strong attention to detail and accuracy.
- The ability to adapt to changing needs, establish priorities, and organize and manage assigned responsibilities.
- The ability to interact with library staff and the public with courtesy, patience, tact, and sound judgment.
- The ability to work effectively with people of diverse ages, backgrounds, and abilities and to respond appropriately to a variety of patron situations.
- A willingness to learn new technologies, systems, and library practices.
- Responsible and appropriate use of artificial intelligence (AI) tools, consistent with library policies and professional standards.

Qualifications

Currently enrolled in a Master's program in Library Science or Library and Information Science (MLS/MLIS) from an ALA accredited school. Demonstrated knowledge of and competence using various technologies, including: desktop computers and software, fax machines, copy machines, and printers. Experience with integrated library systems preferred.

Physical Requirements

The physical demands and work environment described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job the employee is frequently required to reach with hands and arms, stand, walk, sit, talk, and hear. The employee is occasionally required to kneel and crouch. The employee must occasionally lift and/or move up to 25 pounds. Specific vision abilities required by this job include: close vision, distance vision, color vision, peripheral vision, depth perception and the ability to adjust focus.

Equal Employment Opportunity

The Library is an Equal Opportunity Employer. The Library does not discriminate and will not tolerate discrimination on the basis of a person's race, religion, creed, color, sex, age, national origin, citizenship

or immigration status, disability, sexual orientation, gender identity or expression, transgender status, gender dysphoria, marital status, family status, pregnancy, military status, veteran status, genetic information including predisposing genetic characteristics or carrier status, arrest or conviction record, domestic violence victim status, or any other legally protected class or status recognized by federal, state or local law.

Hours, Compensation and Benefits

The position is 17.5 hours per week at a rate of \$17.00 per hour.

To Apply

Please submit a cover letter, resume, and contact information for three references to sbrandt@onlib.org.

Applications will be reviewed immediately; the position will remain open until filled.