

MEDICAL LIBRARIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of the Associate Director – Hospital, is responsible for a medical library providing service for interns, residents, student nurses, dietetic interns, the medical staff, and other professional employees. Supervision is exercised over clerical employees. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Supervises and participates in the classifying and cataloging of all books and periodicals;

Selects and places purchase requisitions for books and journals after conferring with the Medical Library Committee;

Maintains a system for issuance of books and other library materials;

Maintains a system for protection and for security of all library property;

Searches journals for items of interest to staff;

Assists employees and students in using library facilities;

Prepares bibliographies and abstracts for the staff;

Compiles reports of expenditures and prepares preliminary budget estimates;

Supervises employees in performing clerical duties in the library.

REQUIRED KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES: Good knowledge of the principals and practices of library science and administration; good knowledge of medical terminology and current publications of medical literature; ability to write clear and concise reports; ability to supervise the work of others; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: A Bachelor's Degree* in library science or a Master's Degree* in library science.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Education Department as a post-secondary, degree-granting institution.