



LIBRARY TECHNICIAN

DEFINITION

Under direction, provides a variety of technical library assistance and information to students and staff with responsibility for an assigned area such as circulation, technical processing, and periodicals; maintains student, faculty, District staff and community member accounts; oversees the inter library loans program; and performs related duties as assigned.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from assigned supervisory and management personnel.

CLASS CHARACTERISTICS

This classification is responsible for independently performing paraprofessional duties in support of the District's library programs, requiring knowledge of library operations, including circulation, cataloging, collection acquisition, front desk operations, and related activities. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS

Management reserves the right to make reasonable accommodations so that qualified employees with verified medical conditions can perform the essential functions of the job.

- Performs a diverse range of technical duties in support of the District's library program; areas of responsibility include, but are not limited to, circulation, technical processing, and periodicals.
- Checks materials out to library users including books, movies, reserve textbooks, study rooms, and other items such as cataloging.
- Conducts research and answers technical questions and provides assistance at the circulation desk; provides basic explanations and directions to students regarding the use of electronic card catalogs, periodical indexes, and other library reference materials.
- Maintains student, faculty, District staff and community member accounts; maintains information of overdue materials, unpaid bills, and corrects contact information for each library user.
- Provides technical support to the library's materials reservation program; compares current inventory and communicates with instructors on the need for new, and/or removal of older reserve materials; compares and updates course sections and reading lists; receives new materials, fills out instructor reserve agreement slips, creates a brief title record, and processes item.
- As assigned, scores, organizes and records student Info Comp library assignments (scantrons) and returns to instructors; forwards same materials to Admissions and Records staff for credit toward graduation; assists students who did not pass to improve their score.
- Balances cash drawers for the book sale; processes monetary transactions including payments and refunds.
- Coordinates circulation control of books, periodicals, videos, CDs, DVDs, and other materials; checks materials in and out of the library; provides reserve and cataloging assistance; assures materials are returned in a timely manner and assesses fines for late materials received.
- Creates requisitions for library purchases through assigned software applications; receives incoming shipments and submits invoices for payment.

- Creates and oversees requisitions for library purchases; catalogs library materials and processes them for the shelves.
- Monitors and performs book repair and basic preservation; replaces spine labels, bar codes and security strips, and types and replaces lost or damaged call numbers.
- Assists other library staff as needed; orients, trains schedules and provides work direction to assigned student workers; prepares and signs student timesheets for assigned library area.
- Collects, compiles and computes library statistics and generates reports.
- Receives donations and sorts and stores them for the library's annual book sale.
- Monitors group-study room and assist students using the automated group-study room process.
- Picks-up, sorts and distributes library mail and parcels; delivers out-going mail.
- Works productively and cooperatively with others by demonstrating respect, patience, and equitable treatment of all internal and external customers.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other related duties as assigned.

QUALIFICATIONS

Knowledge of:

- Operations and services of a library serving the needs of a diverse student base, faculty, and District staff.
- Library technical processes related to the acquisition, cataloging, classification and circulation of library materials.
- Library of Congress Classification System.
- Library policies, procedures, and terminology.
- Library organization, operations, policies, and objectives.
- Record keeping principles and practices.
- District cash handling and transaction processes, policies, and procedures.
- Basic arithmetic.
- Methods and techniques of ordering, cataloging, and processing library materials.
- Methods and techniques of performing routine repair and maintenance of library materials.
- A diverse range of online bibliographic data base and subsystems.
- Principles of training and providing work direction to student workers and interns.
- Inventory principles.
- District and mandated safety rules, regulations, and protocols.
- Techniques of providing a high level of customer service by effectively interacting with students, staff, faculty, representatives of outside organizations, and members of the public, including individuals of diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, physical ability, and sexual orientation.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Provide technical library assistance and information to students, faculty, and District staff.
- Process incoming materials and perform circulation related duties.
- Assist students and others in the use of library materials and equipment.
- Prioritize and schedule work.
- Maintain files and records.
- Compile information and generate reports.

- Provide technical support to specific assignment areas or programs such as cataloging, Inter-Library Loan Program, materials reservation, and information competency.
- Train and provide work direction to assigned part time staff.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Effectively use computer systems, software applications, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing.
- Demonstrate sensitivity to, and understanding of, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds of community college students.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:

- Equivalent to completion of the twelfth (12th) grade, supplemented by college-level coursework or specialized training in library services.

Experience:

- Two (2) years of experience providing technical support to a library program in an automated library environment.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 25 pounds.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.