

LIBRARY TECHNICIAN

BASIC FUNCTION

Performs a variety of technical and clerical tasks related to library services; provides assistance to library patrons in sourcing and checking in/out library materials; oversees the library subscription process; and performs copy cataloging duties.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. May provide lead direction to temporary staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Library series is responsible for independently performing technical duties in support of the library services. 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 aware of the operating procedures and policies of the department.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Performs circulation duties; checks in/out library materials, computers, and videos; assists with library orientation materials and packets; provides assistance with location of library books/materials; searches shelves for specific library materials; locates and checks bibliographic data for patrons; searches for on-hold books and notifies students; reserves student study rooms; ensures inter-campus and inter-library loan procedures are followed.
2. Assists in maintaining the library's subscription process, including renewals; updates information in library records; ensures that subscriptions are received and shelved; assists in taking inventory of library materials; prepares books and periodicals for the bindery.
3. Organizes and maintains accounting records and statistics for payments, refunds, and over-due library materials; generates overdue notices; collects money for replacement books, overdue fines, and other fees as determined by the library; clears library registration holds to enable patrons to receive their transcripts, diplomas, or to register for classes.
4. Copies catalogs and exports records for all three college libraries; exports Machine Readable Cataloging (MARC) records by overlaying bibliographical information into the library catalog system; logs current issues of serial titles and informs patrons of what is currently available; claims missing issues and prepares periodic reports for serial claims; inventories library materials to reconcile titles and records.
5. Monitors space allocation to ensure shelving is used efficiently for the library's collection of books, periodicals, reserves, and other materials; receives and processes print periodicals for the library and creates online records; provides a variety of statistics to management on library operations.
6. Performs general office administrative tasks; ensures circulation desk computers are operational and daily newspapers are available; empties book drop; answers telephone queries; ensures copy machines are functional and have the necessary supplies; assists in training and monitoring the work assignments of short-term employees and work study students.
7. Processes library mail; retrieves, delivers, and packs all incoming and outgoing mail; inventories packages against orders and packing slips; reports any packing slip discrepancies to accounts payable.

8. Conducts opening and closing procedures for the library; updates library software for opening and closing times; prepares monies for daily use and unlocks laptops and high value equipment; unlocks doors and turns on equipment; at closing, locks away and secures monies, laptops, and high value equipment and ensures patrons have left; locks doors and turns off equipment.
9. Orders all library supplies and monitors budget funds; identifies vendors and receives multiple quotes; works with vendors to adjust costs and identifies lower cost comparable items.
10. Assesses and solves minor problems related to use of photocopiers, printers, coin machines, data connections, scanners, video players, and desktop computers and refers issues to information technology group as necessary; assists network/computing library services with diagnostics.
11. Participates in District-provided in-service training programs.
12. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Standard library practices and procedures including those related to the circulation of library materials.
2. Book and periodical maintenance requirements.
3. Operational characteristics of library computer and software systems.
4. Terminology related to library classification and cataloging and understanding of library cataloging systems, including both Online Computer Library Center and Library of Congress classification System.
5. Alphabetic and numeric systems for classifying and organizing library materials.
6. Principles and practices of copy cataloging.
7. District purchasing policies and procedures.
8. General office administrative practices.
9. Record keeping principles and procedures.
10. Principles and practices collecting and compiling data.
11. Arithmetic principles and cash handling.

Ability to:

1. Perform a diverse range of tasks in the circulation of library materials to patrons.
2. Assess library patrons' needs and provide accurate information.
3. Organize and maintain accounting records for purchased materials.
4. Assist in ensuring that library materials are properly located, shelved, inventoried, and maintained.
5. Perform administrative tasks in support of library operations.
6. Utilize public library information resources, information access, technology, and services.
7. Maintain library photocopy and printers in efficient operation and troubleshoot operational problems.
8. Organize work, set priorities, and meet critical time deadlines.
9. Exercise independent judgment within general policy and procedural guidelines.
10. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
11. Communicate effectively in the course of performing work tasks.
12. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
13. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
14. Provide efficient, high-level customer service to the public, vendors, contractors, and District

personnel.

Education and Experience:

Completion of the twelfth (12th) grade and six (6) months of general clerical experience is required; or an equivalent combination of education, training, and/or experience.

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 classification primarily works in an office and standing in 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. Employees 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 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

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 individuals in interpreting and enforcing departmental policies and procedures.