CLASS TITLE: LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of a Learning Resources Supervisor or a Dean, a Library Technician assists in coordinating the daily operation of the library, performs technical and clerical duties in support of the library, and trains and provides work direction to assigned staff.

REPRESENTATIVE DUTIES:

Assist in overseeing the day-to-day operations of the library; assist with planning, coordinating and directing workflow activities including scheduling staff; implement library policies and procedures; suggest changes in policies and work procedures as appropriate. 

Coordinate the copy cataloging and classification of library materials according to established procedures; provide cataloging assistance to staff as needed.

Assist patrons with complex library concerns; determine patron liability for damaged materials and resolve complex patron fee and billing issues; refer customer service problems according to established procedures.

Oversee the maintenance and preparation of financial, circulation, and usage records and reports such as delivery records, encumbrance records, attendance reports and circulation reports.

Ensure library facilities are available and operating properly; report hardware and software issues to appropriate departments for repair; report facility damages, and maintenance issues; oversee the closure of areas when required.

Assist patrons in the use of library resources and facilities; locate and recommend materials; answer library-related questions both on-site and online.

Train and provide technical work direction and guidance to assigned staff; provide input for performance evaluations.

Utilize computing systems to download and input inventory, requisition, and invoice data; work with publishers to resolve invoice issues; identify and create appropriate holdings codes, tags, etc. required for cataloging acquisitions.

Perform a variety of technical library work in areas such as acquisitions, processing, cataloging, circulation, inventory, digital reserves, web page maintenance, and the preparation of requisitions for books, periodicals, microfilm and other library materials and supplies.

Perform related duties as assigned.

Revised February 2010
Established January 1998
KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Principles and practices of library ordering, cataloging, processing, and maintenance of print, non-print, and digital library materials
Computerized library and office productivity software such as inventory management databases, spreadsheets, word processing, scheduling and publishing software
Common library equipment, photocopiers, digital recorders, cash registers, and microfilm and microfiche readers
Operations and organization of a college campus library system
Technical library processes relating to the acquisition and classification of materials
Library terminology and standard practices
Library of Congress cataloging system
Standard library reference sources
Library services, programs, resources, and technology available for patron use
Methods of maintaining financial, circulation, and usage records and reports
Principles, practices, and procedures of effective record and file management
Modern office practices, procedures, and technologies
Basic math
Correct English usage, grammar, spelling, punctuation and vocabulary

ABILITY TO:

Understand and follow oral and written directions
Communicate effectively, both orally and in writing
Read, interpret, apply and explain rules, regulations, policies and procedures
Work effectively with many interruptions
Establish and maintain cooperative and effective working relationships with others using tact, patience, and courtesy
Analyze situations accurately and adopt effective courses of action
Plan and organize work
Train and provide work direction to others

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and four years of library experience in circulation, acquisitions, or copy cataloging.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment, subject to constant interaction with students, staff, and the public

PHYSICAL ABILITIES:

Hearing and speaking to communicate with library patrons
Seeing to read library materials and inspect library facilities
Reaching horizontally and above the shoulder to shelve and retrieve books and other media
Bending at the waist to retrieve and shelve media
LIBRARY TECHNICIAN (continued)

Carrying and lifting moderately heavy books
Dexterity of hands and fingers to operate audio-visual and other office equipment
Pulling and pushing to move book carts