



LIBRARY TECHNICIAN, SENIOR

Class Code	OT Status	EEO Category	Represented Status	Salary Grade	Effective Date	Status	Pages
	Non-Exempt	Secretarial/Clerical	PEU Local 1	52	07/01/2017	Classified	1 of 3

DEFINITION

To perform a wide variety of technical and specialized duties which support library operations; to provide lead duties with responsibility overseeing for the tasks and functions performed by paraprofessional and sub-professional staff assigned to a college library; and provide administrative support to library management staff.

DISTINGUISHING CHARACTERISTICS

Library Assistant - This classification will perform general library clerical duties and receives technical supervision and direction from those in the higher classes.

Library Technician-This classification performs technical duties typically involved in library functions.

Library Technician, Senior – This classification performs more complex duties involved in overseeing a functional area of a library while providing technical supervision and direction to library staff and students.

SUPERVISION RECEIVED AND EXERCISED

- Receives supervision from a departmental supervisor or manager.
- May receive technical or functional supervision from higher-level departmental personnel.
- May provide training and direction to student assistants or other assigned staff.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Monitors and maintains records for a variety of library accounts, including but not limited to: library books, subscriptions, electronic resources, student assistant and/or work study funds; compiles statistical data and prepares necessary correspondence and reports for staff and management use.
- Performs original and copy cataloging of books and media, and maintenance of records.
- Develops and maintains procedural manuals for classified staff and student assistants in the library.
- Oversees and performs the processing and circulation of library materials and the processing of library fines; locates and provides information regarding available library materials; answers routine questions.
- Reviews library media materials for ADA compliance.
- Assists library patrons and staff in the use of library equipment such as computers, photocopiers, scanners and ID card maker.
- Ensures the proper maintenance and/or repair of all library technical equipment and facilities.
- Oversees a variety of duties involved in stacks maintenance; oversees shelving of library materials; performs general shelf maintenance, including shelf research for lost items; participates in space planning and shifting of the collections as needed.



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- Ensures proper procedures are followed to open and close library; resolves library user conflicts and emergencies, referring them to higher level staff, or other appropriate services as needed.
- Assists in designing and providing library information materials, such as policies, bookmarks and handouts.
- Initiates and processes orders for library books, including continuing orders and purchase orders; supervises the ordering and/or renewals of subscriptions to periodicals and electronic resources.
- Supervises the receiving of new library books; verifies and processes invoices for payment, and initiates correspondence regarding problems with orders, invoices and statements from vendors; maintains inventory and purchasing records.
- Uses integrated library system modules and computer databases to retrieve and modify a variety of records information, including tracking lost, missing and damaged materials.
- Selects, trains and supervises student assistants; provides technical supervision to other classified library staff.
- Assists in money handling and reconciliation of revenue from fines, printing and copying.
- Attends meetings, professional development courses and training as appropriate.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Standard library practices, techniques, classification systems and terminology, and library materials.
- Library technical processes related to acquisition, classification and circulation of library materials.
- Methods and practices of financial record keeping.
- Operations, procedures, specific rules, best practices and precedents of the library industry and integrated library systems.
- Technical equipment operations supporting the library.
- Pertinent District, department, program, local, state and federal laws, rules, regulations, policies and procedures.
- Modern software application (Microsoft Office Suite, etc.).

Skill/Ability to:

- Perform responsible and complex library procedures.
- Perform paraprofessional library duties relating to technical and public services.
- Analyze situations and make independent decisions in procedural matters without immediate supervision.
- Communicate effectively, both orally and in writing.
- Perform simple reference work and assist staff and patrons in locating library materials.
- Perform difficult and responsible clerical work with speed and accuracy.



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- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Prepare and maintain accurate and complete records and reports.
- Make mathematical calculations quickly and accurately.
- Use a computer programs and applications to access data and maintain files.
- Keyboard with accuracy.
- Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, race, ethnicity, gender identity, sexual orientation, age, mental or physical disability, and religious background of all students, faculty and staff, and with all individuals encountered in the performance of required duties.

EXPERIENCE AND TRAINING

- Four (4) years of experience in technical library work including technical services, cataloging, circulation and/or information services, with at least one year supervising student assistants or other library staff.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, with major emphasis in Library Technology, or the equivalent.

Adopted: 07/01/17