



LIBRARY TECHNICIAN

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
|------------|------------|----------------------|--------------------|--------------|----------------|------------|--------|
| | Non-Exempt | Secretarial/Clerical | PEU Local 1 | 48 | 07/01/2017 | Classified | 1 of 2 |

DEFINITION

To perform a wide variety of technical and specialized library clerical duties in a college library.

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:

- Assists students and faculty at circulation desk; charges, discharges and files library materials.
- Processes reserve book and inter-library loan requests from students and faculty; locates material; provides information regarding available library materials; answers routine questions.
- Maintains overdue and debt file for non-students; collects and records fines for overdue materials; issues receipts for lost library materials and debt payments.
- Compiles statistical data; generates computer reports for librarians' use; files statistical data; compiles end-of semester and end-of-year statistical reports.
- Prepares book orders, requisitions, continuing contract orders and library suborders.
- Assists in monitoring student budget; maintains accurate records.
- Orders, receives and processes library materials.
- Maintains and troubleshoots library photocopiers, printers, scanners and other equipment; assists students in proper usage of the machine; arranges for repairs.
- Performs related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

- Basic library science terminology, systems and technology.
- Standard library practices and techniques.



LIBRARY TECHNICIAN

| Class Code | OT Status | EEO Category | Represented Status | Salary Grade | Effective Date | Status | Pages |
|------------|------------|----------------------|--------------------|--------------|----------------|------------|--------|
| | Non-Exempt | Secretarial/Clerical | PEU Local 1 | 48 | 07/01/2017 | Classified | 2 of 2 |

- Library technical processes and software relating to acquisition and classification of library materials.
- Methods and practices of financial record keeping.
- Operations, procedures, specific rules and precedents of the library industry.
- Modern software applications (Microsoft Office Suite, etc.).
- English usage, grammar, spelling, punctuation and vocabulary.

Skill/Ability to:

- Perform responsible and complex clerical work with accuracy.
- Analyze situations and make decisions on procedural matters without immediate supervision.
- Apply basic computer skills to assigned tasks.
- Problem-solve and act quickly under difficult situations.
- Prepare and maintain accurate and complete records and reports.
- Make mathematical calculations quickly and accurately.
- Ability to keyboard with accuracy.
- Serve students, staff and colleagues in a helpful, empathetic, professional manner.
- Establish and maintain cooperative work relationships with those contacted in the performance of required duties.
- 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

- Two (2) years of library experience in a technical or paraprofessional capacity, preferably in an academic library.

EDUCATION/LICENSE OR CERTIFICATE

- Possession of an Associate degree from an accredited college, with major emphasis in library technology preferred but not required, or the equivalent.

Adopted: 07/01/17