

Library Technician

Position Purpose:

The purpose of this position is to provide administrative, technical, and clerical support to various library services and programs; to promote the proper use of equipment/materials available to customers; to promote the availability of library services and provide excellent customer service. The Library Technician is responsible for maintaining and improving upon the efficiency and effectiveness of all areas under their direction and control.

Supervision:

Supervision Scope: Performs a wide variety of special technical, administrative and clerical responsibilities requiring knowledge of library service; and the exercise of judgment and initiative to accomplish competent service delivery; works independently and in combination with others.

Supervision Received: Works under the general direction of a Senior Librarian, Assistant Head Librarian, or Head Librarian; follows established department rules, regulations, policies and procedures.

Supervision Given: None

Job Environment:

Administrative and other work is performed under typical library conditions. The noise level in the work environment is quiet at times but may be moderately noisy in open locations. Requires the operation of standard office equipment, computer and related software applications to access and process library materials, produce reports, and conduct other library operations. Makes frequent contact with the general public, vendors, and library staff. Communications are frequently in person, by telephone, occasionally by fax, e-mail, or in writing; contacts require excellent customer service skills.

Essential Functions:

Collection Development: Reads shelves to maintain materials in appropriate locations and order; weeds materials as requested. Monitors the condition of library materials for needed repairs or replacement. May assist with preparing new materials for circulation.

Core Services: Assists patrons at public service desks; checks materials in and out; issues library cards; answers the telephone; provides information about library services and use of the computer catalog; processes overdue notices. Maintain and update patron records; may produce reports about library usage and statistics. Assist patrons with the operation of library computer systems and other library equipment. Shelves library materials; maintain reading areas and displays in a neat organized manner; may design displays or bulletin boards; assists with all network transit requests and tasks. Monitors condition of library to insure area is safe for patrons; monitors patrons to prevent disruptions. Assist with special projects for the Head Librarian or

Assistant Head Librarian. Perform opening and closing tasks of library. May be assigned to one division or rotate to various divisions within the library.

(The essential functions or duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.)

Other Functions:

- Attends meetings and workshops related to library services.
- Performs similar or related work as required or as the situation dictates.

Minimum Required Qualifications:

Education, Training, and Experience:

College degree preferred. Must have a high school diploma with two years of computer, library or office experience. All employment offers are conditional upon passing a reference and Criminal Offender Record Information (CORI) check.

Knowledge, Ability and Skill:

Knowledge: General knowledge of practices of library services provided in a public library setting; working knowledge of library principles and practices, particularly classification systems, knowledge of community reading interests, books and authors and other general knowledge of literature and reference materials and an interest in reading; working knowledge of computers.

Ability: Ability to utilize data processing applications as they apply to library functions; ability to deal effectively with the public in a friendly and professional manner; ability to follow instruction and complete projects with minimum supervision; ability to maintain records; ability to work independently; ability to follow written and oral instructions; ability to work as a team with others to complete a project.

Skill: Good verbal communication skills; basic clerical skills; basic computer skill; aptitude for working with people; aptitude for working with paperwork and computers; skill in using office equipment.

Errors and Omissions:

Errors could result in the delay in services, some monetary loss, and poor public relations and adversely affect the City's image.

Physical and Mental Requirements:

The work is primarily of an intellectual nature but requires some physical capabilities. While performing the duties of the job, the employee is frequently required to stand, walk, and talk or hear; occasionally required to sit; often requires use of hands to finger or handle objects; and reach with hands and arms; may occasionally have to stand or sit at counter/desk for long periods of time. The employee must frequently lift and/or move up to 10 pounds, occasionally lift and/or

move up to 25 pounds. Specific vision abilities required by this job include close vision and distance vision. This position requires the ability to operate a keyboard. The employee must be able to hear normal sounds, distinguish sound as voice patterns and communicate through human speech using American English.