



Classification Title: Library Technician I

Department:	Library	EEO6 Code:	4
Employee Group:	Classified	Salary Grade:	14
Supervision Received From:	Supervisor, Library	Date of Origin:	9/2016
Supervision Given:	Immediate Supervision	Last Revision:	9/2016

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

JOB SUMMARY.

Performs routine library support functions to assist library users as well as staff in the various sections of an assigned District library; assists in processing, organizing and maintaining library materials; ensures library materials and resources are easily accessible for patron use.

DISTINGUISHING CHARACTERISTICS.

The Library Technician I is distinguished from Library Technician II by the former's responsibility for performing more routine tasks and duties and by receiving closer supervision. The Library Technician II works with less supervision and is assigned routine to moderately difficult duties, requiring a greater knowledge of library policies, rules and procedures.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

Essential Functions: Essential responsibilities and duties may include, but are not limited to, the following:

1. Maintains organized access to library materials by accurately shelving and shifting books, searching for lost or missing items, reading call numbers for accurate order, and cleaning shelving areas as needed.
2. Performs basic circulation and public services tasks; checks library materials in/out and processes renewals for borrowers; responds to general library and District-related questions in person, by e-mail or phone, giving correct information or directing patrons to appropriate person or department.
3. Assists library patrons with computer printing, scanning, photocopying, audio and video equipment.
4. Cleans and maintains library materials, fixtures, furnishings and equipment; performs basic repairs on books, periodicals and media items; replaces damaged or old book jackets, faded spine labels and media cases.
5. Shifts materials and shelves to create space for new items; re-labels shelves as needed.
6. Assists with library security and housekeeping functions.

Marginal Functions:

1. Attends meetings and participates on committees as needed.
2. Participates in the inventory process.
3. Performs related duties and responsibilities as required.

QUALIFICATIONS.

Experience and Education/Training Guidelines: Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education/Training: Equivalent to completion of the twelfth grade supplemented by college coursework from an accredited college or university in library science or a related field.

Preferred Qualifications:

One year of technical library experience.

Knowledge of:

1. General terminology and basic principles related to paraprofessional work in a community college or public library.
2. Basic public desk etiquette and methods of providing information.
3. Operation of commonly used library equipment, computer programs and operating systems.
4. Automated library information systems.
5. Modern office practices, procedures and equipment including computers, printers, scanners, photocopiers and audio-video equipment.
6. Online search techniques.
7. Basic principles and practices of report preparation.
8. Basic principles and procedures of recordkeeping.
9. Proper English usage, spelling, grammar and punctuation.
10. Safe work practices including lifting techniques.

Skill in:

1. Processing, organizing and maintaining library materials according to established procedures.
2. Providing quality customer service.
3. Repairing library materials that have minor damage.
4. Preparing clear and concise reports.
5. Communicating clearly and effectively, both orally and in writing.
6. Lifting and placing heavy books on shelves by reaching or crouching.
7. Pushing book carts and using step stool.
8. Scanning barcodes for inventory.
9. Maintaining sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students, faculty, and staff.
10. Establishing and maintaining effective working relationships with those encountered in the course of work.

WORKING CONDITIONS.

Environmental Conditions: Library environment; exposure to computer screens; extensive contact with students, faculty and the public.

Physical Conditions: Essential and marginal functions may require physical fitness requirements necessary to perform the job functions with or without accommodation, such as the ability to walk, stand or sit for prolonged periods of time, light to moderate lifting, reaching and crouching, moderate use of computer keyboard and visual acuity for reading computer screens.

TERMS OF EMPLOYMENT.

The duration of any fully restricted funded position in this classification is dependent upon the continuation of funding.