



Classification Title: Library Technician II

Department:	Library	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	17
Supervision Received From:	Supervisor, Library	Date of Origin:	9/2016
Supervision Given:	General 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.

Provides students, faculty, staff and community members access to and instruction for using a variety of library equipment and resources, both physical and digital; assists in the processing, organization and circulation of cataloged and non-cataloged library materials.

DISTINGUISHING CHARACTERISTICS.

Library Technician II is distinguished from Senior Library Technician by its responsibility for performing routine to moderately difficult duties, requiring a general knowledge of library policies, rules and procedures. Senior Library Technician functions as a lead and is assigned difficult responsibilities including overseeing cataloging, acquisitions and monitoring and maintaining library circulation records.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Provides quality customer service to faculty, staff, public and students, facilitating access to library materials and providing directional information; provides research assistance to patrons including the use of the library catalog, databases and websites; assists patrons in the use of computers, microfilm readers/printers, photocopies, fax machines, document scanners, DVD, VHS and audio equipment; assists patrons in locating and requesting materials from other libraries.
2. Initiates and verifies incoming and outgoing interlibrary loan requests; fills requests from other libraries; processes fees; notifies reciprocal libraries of delinquencies; tracks and invoices lost materials.
3. Charges/discharges and renews library materials for patrons; maintains proficiency with new and changing computer systems, programs and databases; accepts fines, posts payments, lifts holds on student records; processes lost material resolutions; generates new and maintains existing library patron records.
4. Books, delivers and collects San Diego and Imperial Counties Community Colleges Learning Resources Cooperative ("Consortium") media; assists faculty in searching the Consortium's media catalog; collects and maintains records and statistics.
5. Performs physical processing of new and donated library materials by stamping and affixing sensitivity strips; produces and applies appropriate Library of Congress call number labels, item barcodes and any other required labels on new items; tests new media for sound quality and closed captioned functionality; removes items from library

collection following established procedures by recycling or disposing as appropriate; performs minor book mending and replaces damaged media storage cases.

6. Processes and routes periodicals; appropriately labels, routes, shelves and removes older issues; maintains periodicals desk based on established procedures.
7. Participates in the opening and closing of library operations following established procedures.

Marginal Functions:

1. May function as lead to student and volunteer staff.
2. Prepares and maintains various records and reports; sorts and distributes mail.
3. Assists librarians with special projects, including library orientations and displays.
4. Assists with troubleshooting library software issues.
5. Attends meetings and workshops as assigned.
6. Participates in library security, inventory and general housekeeping functions.
7. Perform 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:

Experience: Two years of increasingly responsible technical library experience.

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

Knowledge of:

1. Terminology and practices applicable to performing paraprofessional work in a community college or public library.
2. Public desk etiquette and methods of providing information.
3. Practices and procedures of library collection management.
4. Principles and practices of the Library of Congress classification system.
5. Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
6. Modern office practices, procedures and equipment including computers and applicable software programs.
7. Principles and procedures of record keeping.
8. Library rules, regulations and policies.
9. Correct English usage, grammar, spelling, punctuation and vocabulary.
10. Basic methods and techniques for troubleshooting and resolving computer hardware and software problems.

Skill in:

1. Providing quality customer service.
2. Working effectively with constant interruptions.
3. Providing technical library services relating to the circulation, distribution and recovery of library materials.

4. Operating computerized cataloging bibliographical and circulation systems databases.
5. Preparing and maintaining statistical records.
6. Repairing library materials with minor damage.
7. Responding to requests and inquires from library patrons.
8. Explaining and applying library rules, regulations and policies.
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.
11. Communicate clearly and effectively, both orally and in writing.
12. Lifting and placing heavy books on shelves by reaching or crouching.
13. Pushing book carts and using step stool.

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.