



Classification Title: Senior Library Technician

Department:	Library	EEO6 Code:	5
Employee Group:	Classified	Salary Grade:	20
Supervision Received From:	Manager, Library	Date of Origin:	9/2016
Supervision Given:	Direction and Guidance	Last Revision:	9/2022

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.

Independently oversees, participates and functions as lead for the more complex and difficult technical work including acquiring and cataloging library materials and monitoring and maintaining the library's circulation records; oversees library public service operations during all open daytime and evening hours.

DISTINGUISHING CHARACTERISTICS.

The Senior Library Technician is distinguished from Library Technician II by the former's responsibility for providing lead oversight of library operations and performing more complex and difficult technical work.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS.

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

1. Independently oversees, participates and functions as lead in the day-to-day library operations of the assigned library during all open daytime and evening hours; opens and closes the library following established procedures, ensures the safety and security of patrons; balances cash in the fine drawers at opening and closing daily.
2. Provides assistance to patrons at the circulation desk; charges/discharges and renews library materials; assists patrons in the use of computers, media equipment, photocopiers and other library equipment; accepts fines, posts payments and lifts holds on student records; processes lost material resolutions; generates new and maintains existing library patron records; accepts interlibrary loan requests and instructor reserve materials.
3. Oversees periodical and serial processes including monitoring collections, handling claims, working with vendors and jobbers, researching pricing, purchasing subscriptions and maintaining retention lists.
4. Catalogs materials in a variety of formats, including print, non-print and electronic resources; verifies, evaluates and edits records for addition into the library's world-wide catalog system; performs original cataloging in Machine-Readable Cataloging (MARC) format; creates cataloging procedures in compliance with established policies and trains staff; troubleshoots cataloging issues and problems and implements solutions; functions as lead for catalog maintenance including serial cataloging and check-in of new issues.
5. Functions as lead for the physical processing of library materials in a wide variety of formats including books, periodicals, DVDs, CDs and maps; trains staff and students on physical processing procedures.
6. Oversees the President's Associates textbook program; develops and maintains procedures on selection, purchasing and recordkeeping; adds President's Associates textbooks, instructors' personal materials and donations to the reserve

collection; creates original cataloging as needed; assigns and maintains reserve call numbers, locations, subject headings and notes in the online catalog; maintains reserve collection and trains staff on processes.

7. Oversees acquisition process for both libraries; receives requests for library materials in all formats including books, textbooks, CDs, DVDs and electronic books; performs pre-order research and verification of bibliographic data in electronic sources such as local online catalog; identifies appropriate vendors; places orders by electronic transmission, fax or phone; obtains textbook grant approval and budget; monitors pending orders and fund balances; reconciles invoice discrepancies; maintains various spreadsheets on items purchased and provides statistical information as needed.
8. Orders library supplies for both libraries; identifies appropriate vendors considering pricing and available materials; places orders, maintains and monitors supply inventories, monitors pending orders and fund balances; reconciles invoice discrepancies; creates financial reports and maintains appropriate records.
9. Receives and processes library materials and supplies; verifies items on packing lists; posts invoices and credits; tests new media for sound quality and closed caption functionality; returns defective or damaged materials; reconciles credit card statements and maintains proper financial documentation.
10. Coordinates bindery and repair activities for library; trains staff on basic repair procedures.
11. Provides reference assistance by helping patrons locate materials and information utilizing electronic and print resources.

Marginal Functions:

1. Reviews older library materials and supplies to discard or replace; consults appropriate staff as needed for specific items.
2. Assists librarians as needed.
3. Provides Supervisor, Library and librarians with suggestions for changes and additions to procedures.
4. Participates in the inventory process.
5. 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:

Experience: Two years of technical library experience.

Education/Training: Equivalent to an associate's degree in library technology or a related field from an accredited college or university.

Knowledge of:

1. Advanced 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. Computerized cataloging, bibliographical and circulation system databases.
5. Principles and practices of the Library of Congress classification system.
6. Principles of lead oversight and training.

7. Operation and use of library equipment, systems and support tools, including standard reference tools and materials.
8. Modern office practices, procedures and equipment including computers and applicable software programs.
9. Principles and procedures of recordkeeping.
10. Library rules, regulations and policies including pertinent federal, state and local codes and laws.
11. Correct English usage, grammar, spelling, punctuation and vocabulary.

Skill in:

1. Assigning and inspecting the work of student workers and lower-level staff.
2. Giving clear and concise work instructions.
3. Providing quality customer service.
4. Providing technical library services relating to the acquisition, cataloging, circulation, distribution and recovery of library materials.
5. Working effectively with constant interruptions.
6. Learning and applying technical expertise in areas of assignment.
7. Operating computerized cataloging bibliographical and circulation system databases.
8. Preparing and maintaining financial and statistical records.
9. Responding to requests and inquiries from students, faculty, staff and the public.
10. Explaining and applying library rules, regulations and policies.
11. Communicating clearly and effectively, both orally and in writing.
12. Working independently with minimum direction.
13. Repairing damaged library materials.
14. Lifting and placing heavy books on shelves by reaching or crouching.
15. Pushing book carts and using a step stool.
16. 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.
17. 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.