



LIBRARY TECHNICIAN

SUMMARY OF POSITION

Under direction, to perform a variety of para-professional library duties including in the areas of library automation and technical processing; to provide a variety of administrative support to supervisory and management staff and participate in overseeing the overall operation of the Learning Resources Center; and to provide general information and assistance to library patrons.

SUPERVISION EXERCISED

Exercises functional and technical direction over lower level technical and clerical library staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

When assigned to any function:

Recommend goals and objectives; assist in the development of policies and procedures for assigned functions.

Assist library patrons; demonstrate the use of on-line library catalogs and other library materials; research routine reference questions; refer library patrons to other staff as appropriate.

Interpret and explain District and Learning Resources Center programs, policies and procedures to staff, students, and the public.

Participate in the compilation of daily, monthly and yearly library activity reports and statistics relating to assigned functions.

Supervise students and provide direction to employees in carrying out the overall technical functions of the library.

Participate in the work of all Learning Resources Center areas and functions as necessary.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

When assigned to Technical Processing Center:

Assist in the supervision and operation of the Library's technical processing center; operate central microprocessor and associated peripheral equipment necessary to support an automated library data center; assist library staff and patrons in using the Library's automation system.

Interpret and monitor system modules for acquisitions, circulation and periodical work stations; instruct and assist library staff in utilizing system. Assist and instruct staff and patrons with CD-ROM indexes and other computer related equipment.

Prepare computer reports; purge system files as required; assist other staff with the preparation and distribution of computer reports.

Process library acquisitions; search and catalog books utilizing on-line bibliographic utility; review for abnormalities or errors.

Monitor and order technical services supplies.

Contact and coordinate with vendors for necessary support services.

When assigned to Acquisitions:

Review faculty and librarian's requests for printed materials; verify utilizing bibliographic sources; process acquisitions of materials utilizing automated system.

Compare price, service and discounts in the selection of vendor; prepare purchase orders and invoices.

Receive and process all materials received by the Learning Resources Center; audit invoices for goods and services received; approve invoices for payment.

Participate in monitoring Learning Resources Center budget accounts for instructional supplies, books, equipment, conference\travel, memberships, and related items.

Organize, maintain and index a variety of reference materials including government documents, maps and pamphlets; order maps, pamphlets, and other documents; maintain file of all subscriptions.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

OTHER JOB RELATED DUTIES

Collect information for, edit, prepare for print, and distribute the a campus-wide newsletter.

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Practices and techniques of library material classification, cataloging and basic reference.

Principles used in bibliographic searches.

Computerized cataloging, bibliographical and circulation system data bases and procedures for entry of information materials.

Knowledge of:

Principles and standards of basic library material selection.

Library and media terminology.

Materials and services available in academic libraries.

Modern office procedures, methods and equipment including microcomputers.

Principles and procedures of record keeping.

English usage, spelling, grammar and punctuation.

Basic mathematical and statistical principles.

Skill to:

Operate a variety of modern library equipment including microcomputers.

Operate computerized cataloging, bibliographical and circulation system data bases.

Type at a speed necessary for successful job performance.

Ability to:

Perform technical and paraprofessional library tasks including basic reference services, technical processing, and acquisition.

Make sound decisions regarding library classifications, acquisition, and processing operations.

Read, interpret, and apply technical library materials.

Assist library patrons in response to basic and routine reference and related library questions.

Learn and correctly interpret and apply the policies and procedures of the function to which assigned.

Perform responsible and general clerical and secretarial support work.

Ability to:

Compile and maintain computerized records.

Supervise and train assigned staff.

Oversee the work of assigned staff.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Education Guidelines:

Any combination of experience and education 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 and clerical library experience.

Education:

An Associate of Arts degree or equivalent with major course work in library science or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment: Ability to sit, stand, walk, kneel, stoop, reach, twist, and lift 25 lbs.

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Board Approved: