

LIBRARY TECHNICIAN

PURPOSE: Under supervision, using independent judgment, to support the successful operation of the library by providing library services to the public and processing and maintaining library materials and records.

FUNCTIONAL AREAS:

1. Provide library services to the public.
 - *A. Perform materials circulation functions including checkout, check in, and renewal.
 - *B. Search for and collect requested materials, process materials on hold, notify patrons and monitor and maintain reserved materials shelves.
 - *C. Recommend library materials to patrons and refer them to various services, collections and areas of the library.
 - *D. Collect fines and other money, maintain patron financial records and issue receipts for lost and damaged materials.
 - *E. Effectively respond to telephone and in-person inquiries.
 - *F. Communicate information to patrons about registration procedures, distribute and evaluate card applications, issue library cards, and assign statistical codes.
 - *G. Acknowledge complaints and problems and resolve them within areas of authority.
 - *H. Provide instruction to patrons by explaining and demonstrating the proper use of equipment, library automation system and online resources.
 - *I. Operate and maintain a variety of library and office equipment.
2. Maintain databases.
 - *A. Catalog library materials by creating or locating and importing bibliographic records, modifying records to reflect local practices, and assigning barcode labels.
 - *B. Create and maintain patron database files, exercising discretion and making decisions.
 - C. Assign subject headings, call numbers and categories to all formats of library materials.
 - D. Prepare, create and execute various online reports, using recommended software for overdue notices, bills, bibliographic database reports and other various collection and patron maintenance and statistical reports.
3. Plan, organize, promote and implement programs, displays, and other activities at the Library or in the community.
 - A. Plan and create displays, signs, booklists, flyers, press releases and other public relations materials.
 - B. Plan, organize, promote and implement recreational or educational programs and classes or activities for children and adults, including book discussions, lectures, story hours, computer classes, etc.
 - C. Coordinate, schedule, and participate in the work and placement of volunteers.
4. Process orders and library materials.
 - A. Prepare orders of library materials, and compile and enter data on computerized acquisitions system.
 - B. Maintain periodicals collection, monitor subscription fulfillment, and prepare materials for permanent binding.

- C. Inspect incoming orders of library materials, verify accuracy of shipments, and provide pertinent information for cataloging and business office staff.
 - D. Add barcode labels, property stamps, bibliographic labels, bookplates, plastic jackets, tape and other appropriate markings to library materials.
 - E. Inspect returned library materials and equipment and report damage.
 - F. Perform simple repairs on library materials.
5. Perform related duties as assigned.
- *A. Serve on and participate in special project committees, task forces and work groups.
 - *B. Organize, distribute, and arrange library materials.
 - *C. Maintain required records and statistics.
 - *D. Instruct the public in library methods, policies and equipment usage.
 - E. Under supervision, perform preliminary evaluation of existing library materials for removal.
 - *F. Instruct less experienced staff and provide feedback to supervisors.
 - G. Collect, count and prepare daily cash receipts for deposit.
 - H. Maintain office and library supply inventory.
 - I. Consult with system support personnel in order to diagnose and correct system errors.
 - J. Operate, maintain and troubleshoot computer equipment as required.
 - K. Prepare photocopies and mailings.
 - L. Perform related tasks as assigned.

JOB REQUIREMENTS

1. Education and Experience Requirements

- †A. One year of experience in a related position (examples include work in a library, bookstore, early childhood education, school aide, etc.); OR completion of liberal education courses from an accredited institution including computer science, communication, and cultural studies; OR an equivalent combination of education and experience. Education and/or experience must demonstrate possession of the knowledge, skills and abilities listed below.
- †B. Willingness to complete the Library's Joint Apprenticeship Training Committee (JATC) program over the course of four (4) years.

2. Knowledge Requirements

- †A. Knowledge of English to include spelling, grammar, sentence construction and punctuation.
- †B. Knowledge of basic mathematics.
- †C. Knowledge of library, bibliographic, audio-visual, and computer terminology.
- †D. Knowledge of the Dewey Decimal System, decimal numbers and filing methods.
- †E. Knowledge of personal computer operation.

3. Skill Requirements

- A. Skill in using modern library technology and equipment.
- †B. Skill in typing at a rate of 30 net words per minute.
- †C. Skill in creating, organizing, maintaining and updating electronic and manual files and records.
- D. Skill in interviewing the public to determine which materials fulfill their needs.

4. Ability Requirements

- †A. Ability to learn, understand and execute complex policies, procedures and library systems, technology and equipment.
- †B. Ability to follow oral and written instructions.
- †C. Ability to understand and interpret policies and to effectively communicate them to the public.
- †D. Ability to meet deadlines.
- †E. Ability to establish and maintain effective working relationships with co-workers, other City employees, and the general public, including people of all ages, people with disabilities, and people from a variety of social, economic and ethnic backgrounds.
- †F. Ability to interpret questions, provide satisfactory explanations and resolve complaints.
- †G. Ability to work independently and to exercise discretion in the absence of specific instructions.
- †H. Ability to work as a member of a team.
- †I. Ability to adapt to change.
- †J. Ability to work evening and weekend hours at various locations as scheduled.
- †K. Ability to retrieve and replace materials on shelves at various heights.
- †L. Ability to propel a loaded shelving cart weighing up to 335 pounds for distances of up to 50 feet on a carpeted surface.
- †M. Ability to frequently transport (usually by lifting and carrying) materials weighing up to 25 pounds, and occasionally weighing up to 50 pounds, from one part of the library to another.
- †N. Ability to work in a stationary position for long periods.
- †O. Ability to transport oneself throughout the library and to and from branch libraries.
- †P. Ability to complete the training program as approved by the Joint Apprenticeship Training Committee (JATC).
- †Q. Ability to attend work on a regular basis.

*Essential functions of the job

†Job requirements necessary on the first day of employment

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