

SENIOR LIBRARY TECHNICIAN

SUMMARY/PURPOSE

To support the successful operation of the library by providing library services to the public and by overseeing the work of assigned staff, facilities, projects and processes.

ESSENTIAL DUTIES AND RESPONSIBILITIES (other duties may be assigned)

1. Act as leadworker in assigned service area, working under the general direction of a library supervisor.
2. Coordinate workflow in assigned service area, including the training and scheduling of staff.
3. Perform complex work and/or specialized tasks in assigned area, creating and implementing procedures consistent with library policies.
4. Perform routine system administration tasks for the integrated library system as assigned by the system administrator.
5. Inform public about library programs and services by creating publicity and instructional materials as well as engaging in social media.
6. Provide customer service to library patrons of all ages by working regular hours at a public service desk, and by developing and implementing library programs and events.

JOB REQUIREMENTS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and abilities required.

1. Education & Experience Requirements
 - A. Currently classified as Library Technician with successful completion of one year in that classification; or
 - B. Four (4) years of full-time verifiable education and/or experience in a related field which demonstrates the knowledge, skills and abilities listed below.
2. Knowledge Requirements
 - A. Knowledge of effective supervisory practices and training methods.
 - B. Knowledge of English to include spelling, grammar, sentence construction, and punctuation.
 - C. Knowledge of basic mathematics and record keeping.
 - D. Knowledge of library systems and practices.
 - E. Knowledge of library, bibliographic, and computer terminology.
 - F. Knowledge of the Dewey Decimal System, decimal numbers and filing methods.
 - G. Knowledge of personal computer operation.
 - H. Knowledge of business methods, procedures and equipment.
3. Skill Requirements
 - A. Skill in using current library technology and equipment.
 - B. Skill in supervising assigned staff and/or projects.
 - 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.
 - E. Skill in typing at a rate of 30 net words per minute.
4. Ability Requirements
 - A. Ability to establish and maintain effective working relationships with co-workers, other City employees, vendors, and the general public, including people of all ages, people

with disabilities, and people from a variety of social, economic and ethnic backgrounds.

- B. Ability to work as a member of a team.
 - C. Ability to train, lead, schedule, prioritize, and review the work of assigned staff.
 - D. Ability to work with library supervisor to review and resolve personnel issues in assigned work area.
 - E. Ability to formulate, execute and evaluate plans.
 - F. Ability to communicate effectively in oral and written forms.
 - G. Ability to follow and issue oral and written instructions.
 - H. Ability to read, understand and effectively communicate policies and issues.
 - I. Ability to meet deadlines and to maintain composure when working under pressure.
 - J. Ability to handle information requests quickly, efficiently and effectively.
 - K. Ability to learn and apply technological skills and to operate, maintain, and troubleshoot equipment related to library operations.
 - L. Ability to work independently, exercise good judgment and accept responsibility for one's decisions and actions.
 - M. Ability to adapt to change.
5. Physical Ability Requirements
- A. Ability to work evening and weekend hours.
 - B. Ability to retrieve and replace materials on shelves at various heights.
 - C. Ability to transport oneself throughout the library and to and from branch libraries.
 - D. Ability to repeatedly push and pull shelving carts requiring up to 41 pounds of force for distances of up to 300 feet on a carpeted surface.
 - E. 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.
 - F. Ability to work in a stationary position for long periods.
 - G. Ability to attend work on a regular basis.

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