

## LIBRARY TECHNICIAN

### **DEFINITION:**

Under the direction of the County Librarian, performs a variety of complex paraprofessional library duties in specialized program areas such as Inter-Library-Loans, Circulation, Reference, Cataloging, Children's, Adult, or Teen Programming; provides patrons with assistance in the use of library materials and resources; and performs related duties as required.

### **REPORT TO:**

County Librarian

### **CLASSIFICATIONS SUPERVISED:**

In the absence of the County Librarian may be asked to assume supervisory responsibilities.

### **DISTINGUISHING CHARACTERISTICS:**

Library Technician is an advanced paraprofessional library services class which provides specialized library services and primary responsibilities in more complex program areas such as Inter-Library Loans, Circulation, Reference, Cataloging, Children's, Adult or Teen Programs. The class is distinguished by its level of responsibility in specialized library areas, and by its independence of action.

### **EXAMPLES OF DUTIES:**

Duties, may include, but are not limited to the following; assignments vary by different incumbents:

Performs cataloging, processing of library materials; operates the circulation desk; reviews material for ordering, places orders for library material, prepares bibliographic lists; conducts library programs including publicity for the events; places requests for inter-library-loans, researches complex reference requests, compiles information for statistical reports and enters into specialized computer systems or uses computers to display; instructs patrons in the use of library resources, checks material out, returns material, shelves returned material, issues library cards, finds and reserves material for patron requests, handles fines, interprets patron records; prepares monetary deposits; may be responsible for building security, ensures proper repair and maintenance of building and furniture; performs related duties as required.

## **LIBRARY TECHNICIAN - 2**

### **TYPICAL PHYSICAL REQUIREMENTS:**

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of office equipment including computers, telephones, calculators, copiers, and fax machine.

### **TYPICAL WORKING CONDITIONS:**

Work is performed in an office; continuous contact with staff and the public.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge of:**

- Operations, services and activities of a public library.
- Library procedures, methods, and terminology.
- Methods and techniques of processing and cataloging of library media.
- Library reference resources.
- Methods and techniques of sourcing materials for the inter-library loan program.
- Principles and practices of developing and implementing child reading programs.
- Library standards and practices for cataloging materials.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures including computers.
- Principles and practices of customer service.
- General concepts of supervision and providing direction to subordinate staff.

#### **Ability to:**

- Perform specialized library duties for reference, cataloging, and inter-library loan services.
- Perform varied and responsible library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Work effectively with a variety of automated library systems, and learn new or modified systems.
- Communicate effectively, both orally and in writing.
- Understand and carry out oral and written instructions.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

## **LIBRARY TECHNICIAN - 3**

**Training and Experience:** *Any combination of training which would likely provide the required knowledge and experience is qualifying. A typical way to obtain the required knowledge and abilities would be:*

### **Education:**

A high school diploma or GED equivalent and one year of college level coursework in library science, literature or related liberal arts field.

### **Experience:**

Two years of library circulation and patron support experience comparable to that of a Library Assistant II with Amador County.

### **Substitution for experience:**

One additional year of college course work of the type noted above may be substituted for one year of the experience.

### **Special Requirements:**

Possession of an appropriate, current, and valid California Driver's License issued by the California Department of Motor Vehicles.