

LIBRARY TECHNICIAN SERIES

Series Specification Library Technician Lead Library Technician

DEFINITION

This series specification describes two classes used to perform a variety of paraprofessional library functions in acquisitions, cataloging/processing, circulation, periodicals, reference and inventory.

TYPICAL DUTIES

ALL LEVELS

Order and receive books and other library materials and supplies, and track related budgets; maintain inventory of department supplies and prepare requisitions for purchases; prepare financial, statistical and information reports; receive and distribute mail; perform general clerical support duties. Clean and repair print and non-print materials; oversee the receiving and check-in of periodicals; order and maintain periodical subscriptions; oversee inventory of the library collection; pre-catalog materials for review by librarians; search for, edit and retrieve catalog records using bibliographic utility, Online Computer Library Center (OCLC), for use in the library's online database; prepare materials for bindery. Check in and charge out materials; register new patrons; collect fines, prepare overdue notices, process holds on patron records and clear patron records; handle inter-library loan transactions; set up and maintain the reserve materials collection; oversee re-shelving of library materials; perform tasks necessary to open and/or close library facilities; resolve patron complaints or refer them to appropriate staff members; establish and maintain relationships with outside vendors/suppliers. Oversee materials and equipment service functions; assist students and faculty in the setup and operation of a variety of media equipment; receive and schedule equipment and media material requests; retrieve recorded programs and distribute to student listening carrels via playback equipment and switch consoles; oversee the ordering, scheduling, receiving, distribution, circulation and return of staff media requests; assist in classification and cataloging of media equipment; and schedule and distribute videotape programs for broadcast and prepare broadcast logs. Assist in interviewing, training and overseeing temporary employees. Perform related duties as assigned.

LEAD LIBRARY TECHNICIAN

In addition to performing the duties of the Library Technician, typical duties include: serve as lead person for library operations; serve as liaison with other district libraries to develop and coordinate policies and procedures for assigned unit of work; assist in interviewing, training and overseeing student workers and staff; establish and maintain relationships with book jobbers; oversee the ordering and receiving of book and other library materials; manage the book and materials budgets including fund appropriations, encumbrances and expenditures; and maintain bindery records. Oversee the circulation operations of the library including patron registration, material check-in and charge-out, overdue notice production, and fine collection. Perform related duties as required.

ALLOCATION FACTORS

Include breadth and scope of knowledge required; level of difficulty and complexity of assigned tasks; degree of supervision exercised and received.

LEVEL DESCRIPTIONS

Library Technician: The journey-level class of the series. Incumbent is technically competent in the entire library operations. Incumbent works under the general supervision of the assigned manager/supervisor and the direction of the Lead Library Technician.

Lead Library Technician: The lead class of the series. Serve as the lead person of library operations. Incumbent has a thorough understanding of the library operations and has sufficient knowledge to provide assistance, training, and backup in any area. Serve as the lead for three or more regular staff in the library operations; oversee staff and students. Incumbent works under the general supervision of the assigned manager or supervisor.

QUALIFICATIONS

EXPERIENCE AND EDUCATION

Promotional

General

Library Technician

One year of experience performing duties at the level of a Clerk III in the Los Rios CCD.

OR

Two years of experience directly related to the duties of the position; OR one year of experience directly related to the duties of the position and a Library and Information Technology Certificate; OR an Associate's degree from an accredited institution in Library and Information Technology or equivalent.

Lead Library Technician

One year of experience as a Library Technician in the Los Rios CCD and an Associate's degree from an accredited institution in Library and Information and Technology or equivalent; OR two years of experience as a Library Technician and a Library and Information Technology Certificate. NOTE: One additional year of experience may be substituted for one year of the required education.

OR

Two years of experience directly related to the duties of the position and an Associate's degree from an accredited institution in Library and Information Technology or equivalent; OR three years of experience directly related to the position and a Library and Information Technology Certificate. NOTE: One additional year of education or experience may be substituted for one year of the required education or experience.

(One year of experience is equal to 12 months of experience at 40 hours per week. Applicable part-time experience will be converted to the full-time equivalent for purposes of meeting the experience requirement.)

KNOWLEDGE OF

All Levels: Knowledge of policies, procedures, technical information and processes pertaining to the operation of a library and/or media center; library standards and systems; and current District policies, and procedures. Knowledge of computer applications used in the operations of a library or media center, including word processing and spreadsheets for budgeting, accounting and student information; numbers, their operations, and interrelationships including arithmetic; recordkeeping; and effective customer service skills.

Lead Library Technician: Basic principles of leadership, supervision and training.

SKILL IN

All Levels: Skill and technical competency in acquisitions, cataloging, circulation, serials or media; finding information and identifying essential information; finding ways to structure or classify multiple pieces of information; reorganizing information to get a better approach to problems or tasks; listening to what other people are saying and asking questions as appropriate; training others how to perform specific tasks; understanding written sentences and paragraphs in work related documents; communicating effectively with others orally and in writing as indicated by the needs of the audience; and managing one's own time and the time of others.

Lead Library Technician: Skill and technical competency in all areas of library operations; assessing how well one is doing when learning or performing library tasks; and leading the work of others.

ABILITY TO (ESSENTIAL FUNCTIONS)

All Levels: The ability to perform the essential functions of the position; sustain regular work attendance; work cooperatively and effectively with the public, students, faculty and staff; exercise initiative and mature judgment; work as a member of a team; meet schedules and timelines; operate all types of equipment common to a library; understand and carry out oral and written directions; communicate information and ideas orally and in writing so others understand; perform arithmetical calculations with speed and accuracy; and perform responsible clerical work with speed and accuracy.

Lead Library Technician: The ability to work with minimal direct supervision; train, oversee and lead the work of others.

TYPICAL EQUIPMENT USED (May include, but not limited to)

Current office technologies including computers, printers, faxes, telephones and copiers; media duplication and replication equipment, and other equipment common to the field to which the position is assigned.