

LIBRARY TECHNICIANDEFINITION

Under general supervision, performs responsible supervisory clerical and technical work in the public library system.

ESSENTIAL FUNCTIONS INCLUDE BUT ARE NOT LIMITED TO

Supervises the clerical phases of a section or unit in the library. Schedules, assigns and instructs section or unit clerical and/or tutor employees in specific duties and trains new employees. Resolves more difficult problems concerning section or unit procedures. Assists patrons in the use of common reference indices and basic library resources. Assist with the preparation of displays, exhibits and posters used for informational and publicity purposes. Maintains and updates specialized information file. Accesses library's subject database to assist patrons. Checks for duplicate holdings and verifies accurate transfer of bibliographic data. May do copy cataloging and discarding, and may complete physical processing of library materials. May order, receive and reconcile book orders. May supervise and participate in activities of the youth services section and present library orientations, programs, and promotions for reading. May assist with the operations of bookmobile service, recommend book purchases based on patron requests, and perform other functions as assigned.

DISTINGUISHING FEATURES OF THE CLASS

This classification performs technical, paraprofessional library duties in various functional areas of library science. The class differs from Senior Library Technician (T) by the absence of (clerical) supervisory responsibilities.

MINIMUM BASIC QUALIFICATIONS

Two years of clerical experience in a library system, supplemented by specialized library science training, such as Library Technician certificate, or any equivalent combination of experience and training which provides the following knowledge and abilities:

DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES

Thorough knowledge of: the clerical methods and procedures for lending or accounting for books.

Reasonable knowledge of: library principles, methods, materials and practices.

Knowledge of: the common professional library terminology; the operation of automated equipment, including keyboard and light pen.

Ability to: plan or organize and direct the work of other clerical employees and to develop and refine procedures. Ability to establish and maintain satisfactory working relationships with other employees and with the public.

Special Requirements: Must be able to lift objects weighing up to 50 pounds. Must be willing and able to work evenings, holidays, and weekends on a rotational basis.

CHARACTERISTICS OF SUCCESSFUL PERFORMERS

Successful performers understand the importance of customer service and enjoy assisting the public and their co-workers. These team leaders are technically competent, well organized and attentive to detail. They possess effective motivational skills, encourage a team orientation to problem solving and work well with others to accomplish departmental goals.

Class title change from Library Assistant per Council Resolution No. 88-35,
effective 5-1-88

Revised: 8/96

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