

SENIOR LIBRARY TECHNICIAN (T)Definition

Under direction, performs highly responsible advanced paraprofessional or clerical/paraprofessional supervisory library duties, specializing in adult services, children's services, circulation services or extension services.

Essential Functions Vary By Assignment And Include, But Are Not Limited To:

CHILDREN'S SERVICES: Under direction, provides direct assistance to library patrons, including children, teenagers and their parents, in the effective use of collections, facilities and services. Answers readers advisory and reference questions of moderate difficulty in the children's/young adult sections. Assists with planning, preparing and promoting a wide variety of library programs for children and teenagers in a multicultural community. Conducts library tours for school, parent and community groups. Assists in instructing children and young adults in the use of library resources. Plans, prepares and conducts story times for preschool children. Visits schools and day care centers to acquaint children/teenagers with library programs, and gives book talks, story times. Assists with planning and preparing bibliographies, children's program materials, and special displays to inform and promote participation in library programs. Assists in collection maintenance by discarding outdated and badly worn materials and ordering replacements. Gathers statistics and writes routine reports. May assist professional staff in collection selection and development. May train and provide functional supervision to full-time and part-time Library Technicians, clerical support staff and volunteers. In the absence of professional staff, may supervise daily operations in the children's section of the main library or a branch unit.

ADULT SERVICES: Under direction, provides direct assistance to library patrons in the effective use of collections, facilities and services. Answers reader's advisory and reference questions of moderate difficulty; refers more complex questions to professional staff. Performs moderately complex reference work by searching for information, using both off-line and on-line databases. Assists professional staff with planning, organizing and publicizing programs designed to instruct and provide enrichment to a multicultural community. Conducts library tours and assists with instruction of patrons on use of library resources, reference and facilities. Assists professional staff with collection selection, development and maintenance including recommending acquisition and withdrawal, classifying and cataloging of print and non-print materials. Answers readers advisory and reference questions of moderate difficulty. Gathers statistics and writes routine reports. May train and provide functional supervision to full-time and part-time Library Technicians, clerical support staff and volunteers. In the absence of professional staff, may supervise daily operations unit of Adult Services.

EXTENSION SERVICES: Under direction, provides direct assistance to special target groups and English/Non-English speaking residents who are unable to access the Main library or library branches. Assists with planning, preparing, promoting and implementing a wide variety of library outreach programs in a multicultural community. Schedules and assists in planning and coordinating daily activities. Prepares and conducts library tours, booktalks, storytimes for school/preschool children and young adults. Personally or with bookmobile visits schools to encourage library use. Assists in collection development and maintenance. Provides direct services to patrons by selecting booklists and answering reader's advisory and reference questions of moderate difficulty. Assists in publicizing extension services activities by preparing brochures, press releases and by giving oral presentations. Establishes ongoing relationships with other library sections and with schools, preschools, nursing homes, social services and other community organizations. Assists in Section's book budget. Collects/organizes data and writes monthly and other reports. Recruits and interviews clerical full-time and part-time staff, students and volunteers. Conducts In-Service training and may provide training and functional supervision to clerical support staff and volunteers in the assigned section.

CIRCULATION SERVICES: Under direction, supervises the day-to-day circulation of library materials throughout the Santa Ana Public Library System. Supervises clerical staff, assigning duties which pertain to clerical circulation functions throughout the library system, such as materials check out/return, shelving maintenance, interlibrary loans, reserves, collection of delinquent accounts and routing of materials through the library system. Interviews, trains, evaluates and conducts performance appraisals of full-time and part-time clerical staff in the circulation unit. Prepares work schedules of clerical employees, coordinates clerical substitution system wide, and reconciles daily schedule with time sheets. Resolves difficult patron complaints about fines and circulation rules. Gathers data and provides information about circulation service activities as requested. Ensures clerical staff is informed and trained in changes affecting circulation procedures. Receives and account for fees collected at all sites. Supervises the requisition of supplies for the circulation services unit. Performs other related functions as required.

DISTINGUISHING FEATURES OF THE CLASS

Positions in this class differ from those in the next lower paraprofessional class of Library Technician in the scope and complexity of duties performed, which require independent judgement, some interpretation of rules and procedures, and oversight of support staff in their application to library operations. The class of Librarian I is distinguished from this class by its independent application of professional library techniques, theories and procedures to a variety of library operations, and by having the added responsibility in certain assignments of providing general day-to-day supervision to a branch facility.

RECOMMENDED MINIMUM REQUIREMENTS

Four years of progressively responsible experience in a library system. A degree from a four-year accredited college and concurrent enrollment in an ALA accredited graduate program in library science may be used in combination with the following knowledge and abilities to meet some of the experience requirements.

Special Additional Requirements

If assigned to Children's Services:

General knowledge of: children's literature and current reading trends; some knowledge of child/adolescent psychology and development.

Ability to: answer a wide variety of reference questions.

NOTE: must be willing to work evenings, holidays and weekends on a rotational basis.

DESIRABLE CHARACTERISTICS

Successful performers enjoy working with a multilingual population and effectively communicate with patrons from a wide variety of cultural and economic backgrounds. They possess a strong "customer first" commitment and are quick to identify and respond to patron needs. Enthusiastic about providing quality library services, successful performers maintain an approachable, tactful, patient demeanor in a highly demanding environment. They are well organized and detail- oriented, and effectively prioritize patron needs within operational workflow.

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