GENERAL STATEMENT OF RESPONSIBILITIES

Under general supervision, this position is responsible for processing all materials for Library Branches. Reports to the Support Services Manager.

There are two (2) levels of Library Technician distinguished by the level of work performed and the level of experience of the employee.

ESSENTIAL JOB FUNCTIONS

Orders and processes all library materials for Branches, Law Library and vendors; attaches bar codes, prints and applies spine labels, book covers and ensures other protective measures; mends print materials and cleans audio visuals as needed; enters and tracks information through the Library’s automation system. Downloads Machine-Readable Cataloging record from the Online Computer Library Center (OCLC) into the Library’s automation system for ordered material, lease plan books and donations.

 Receives all library materials for Branches, Law Library, and vendors; reviews, verifies and maintains files of packing slips and invoices; disseminates to branches and ensures cataloging; cancels orders when items are unavailable.

Answers telephone; assists caller or refers calls to appropriate staff for further assistance. May assist with monitoring general supply inventory.

Performs other duties as assigned.

PERFORMANCE STANDARD

Employees at all levels are expected to effectively work together to meet the needs of the community and the organization through work behaviors demonstrating the City’s Values. Employees are also expected to lead by example and demonstrate the highest level of ethics.

REQUIRED KNOWLEDGE

- **Library Administration** – Knowledge of Dewey Decimal system, integrated library system (ILS) software, and cataloging procedures, standards and rules. Knowledge of office systems, practices, procedures and administration.
- **Technology** – Knowledge of general office equipment, personal computers to include word processing, spreadsheet, and related software.
• **Customer Service** – Knowledge of principles and processes for providing customer service. This includes setting and meeting quality standards for services, and evaluation of customer satisfaction.

**REQUIRED SKILLS**

• **Interpersonal Relationships** – Develops and maintains cooperative and professional relationships with employees and all levels of management.

• **Time Management** – Plans and organizes daily work routine. Estimates expected time of completion of elements of work and establishes a personal schedule accordingly. Implements work activities in accordance with priorities and estimated schedules.

**REQUIRED ABILITIES**

• **Communication** – Ability to effectively listen and understand information and ideas being presented verbally and in writing. Ability to respond to a variety of requests and situations in a professional manner.

**EDUCATION AND EXPERIENCE**

**Library Technician I** – Requires 2 years of college in a related, or an equivalent combination of education and experience.

**Library Technician II** – Requires 2 years of college in a related field and 1-2 years related library experience or an equivalent combination of education and experience.

**ADDITIONAL REQUIREMENTS**

Requires an acceptable general background check to include a local and state criminal history check and an acceptable sex offender registry check.

**PHYSICAL AND DEXTERITY REQUIREMENTS**

• Requires the ability to exert light physical effort such as walking or standing, bending, stooping, in sedentary to light work.

• Some lifting, carrying, pushing and/or pulling of objects and materials of light weight (5-10 pounds). May involve the use of basic hand-held tools and involves exerting 20-50 pounds of force on a regular and recurring basis.

• Tasks may involve extended periods of time performing routine keyboard operations or at work station.

**SENSORY REQUIREMENTS**

• Some tasks require the ability to perceive and discriminate sounds and visual cues or signals.

• Some tasks require the ability to communicate orally.

**ENVIRONMENTAL EXPOSURES**

Essential functions are regularly performed without exposure to adverse environmental conditions.