



LIBRARY TECHNICIAN I, TECHNICAL SERVICES

Reports to: Manager, Library Operations

Dept: Library Operations

Range: 17

FLSA: Nonexempt

EEO: Technical and Paraprofessional

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.

BASIC FUNCTION:

Under direction, provide for the acquisition and cataloging of library materials in addition to special projects as assigned by the Technical Services Librarian; and perform related duties as assigned.

DISTINGUISHING CHARACTERISTICS:

Library Technician I classification is the entry-level classification in this series. Incumbents are assigned technical duties related to acquisition, cataloging, processing, RFID security and inventory of library materials. The incumbent operates computers and provides work direction to student workers and campus aides.

ESSENTIAL DUTIES & RESPONSIBILITIES:

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

1. Receive, process and catalog all new library materials in a variety of formats for all district library locations.
2. Utilize library client/server software with integrated cataloging, serials, academic reserve and circulation modules; process circulating and non-circulating materials according to established procedures.
3. Receive, reconcile and verify vendor orders for all new library material; perform quality control for all new and updated library material processing.
4. Pre-paste all new library materials; create and process spine labels; label, process and security tag library material in a variety of formats; encode RFID security tags.
5. Copy catalog new library materials including books, DVDs and CDs; edit MARC bibliographic records; assign ANSCR call numbers, subject headings and URL's as needed.
6. Import, edit and remove online resources such as e-books and online videos; maintain files for number of records added or deleted.

7. Assess condition of library materials for replacement or withdrawal; perform basic repair of damaged materials including labels, RFID tags and covers.
8. Update and edit information contained in existing bibliographic records and the Library of Congress subject headings.
9. Reconcile library material withdrawal reports and delete OCLC holdings.
10. Process textbooks and other items for learning center partners; create brief item records; apply barcodes and RFID security tags.
11. Assign genre labels for special collections and determine shelving location for physical library material.

OTHER DUTIES:

1. Perform a variety of clerical duties including word processing, scanning, filing and duplicating.
2. Participate in the archiving of a variety of library material; re-order technical supplies as needed and notify appropriate personnel of receipt as necessary.
3. Collaborate with library faculty and staff on special projects and displays and participate in updating library policies and procedures as needed.
4. Provide backup support for the circulation desk as needed.
5. Operate, maintain and provide instruction for equipment and machines.
6. Provide work direction to student workers and campus aides.
7. Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

1. Library of Congress Classification System.
 2. Library policies and procedures.
 3. ANSCR Classification system.
 4. AACR2 and RDA cataloging rules.
 5. MARC 21 bibliographic record structure.
 6. OCLC bibliographic database.
 7. Current cloud-based library services platforms.
 8. Microsoft Office Suite software including Word, Excel and Outlook.
 9. RFID technology.
 10. Current office practices, procedures and equipment.
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11. Filing and recordkeeping techniques.
12. Interpersonal skills using tact, patience and courtesy.
13. Telephone techniques and etiquette.
14. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

1. Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Communicate effectively both orally and in writing.
3. Understand and follow oral and written directions.
4. Provide general assistance and information to library and college staff and faculty.
5. Operate a variety of office equipment, including a computer and appropriate software.
6. Train and provide work direction to others.
7. Accurately maintain records and prepare reports.
8. Work as a member of a team.
9. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
10. Establish and maintain cooperative and effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE:

An associate degree and one year of closely related work experience.

LICENSES AND OTHER REQUIREMENTS:

Library Technology Certificate preferred.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:

Student workers and campus aides.

CONTACTS:

Faculty, staff and staff at other libraries/learning resources centers.

PHYSICAL EFFORT:

The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Subject to frequent bending, lifting, pushing, climbing and/or carrying of light to moderately heavy materials weighing up to 35 pounds; moderate to heavy repetitive use of a computer keyboard, mouse or other control devices; occasional travel to a variety of locations on and off campus as-needed to conduct district business.

EMOTIONAL EFFORT:

Ability to develop and maintain effective working relationships with other individuals from diverse backgrounds or to work alone; ability to interact and communicate, by phone and/or in writing with students, staff and faculty on a regular basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

WORKING CONDITIONS:

Primarily a library environment; occasional to frequent contact with and interruptions by individuals in person or by phone or email; intermittent exposure to individuals who act in a disagreeable fashion; may be required to work at any district location during day and/or evening hours including occasional weekends on an as-needed basis.