

# **CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT**

## **LIBRARY TECHNICIAN**

*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 within the job.*

### **SUMMARY DESCRIPTION**

Under general supervision, perform a variety of specialized technical and complex clerical tasks of varying degrees of difficulty and responsibility in support of various Library functions and service area(s) including acquisitions, circulation/public services, and technical services.

### **DISTINGUISHING CHARACTERISTICS**

Positions in the Library Technician class series may be assigned a variety of work from those duties listed within the REPRESENTATIVE DUTIES section or a combination of those and other related work functions. Even though the same general level of difficulty and responsibility is found within each position within the same class level, positions in the different areas of assignment are not interchangeable and each position has its own particular qualification requirements even though they are derived from a general minimum qualifications section. Each position within the class series is a separate and distinct classification as defined in Section 88001 of the Education Code of the State of California. The work of each position/class may be further described as follows: Duties involve the application of paraprofessional library skills and knowledge and understanding of the practices and procedures of assigned Library service area(s).

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee assigned public service area(s) such as general circulation, reserves, audiovisual, and/or periodical service desk.
2. Perform acquisitions duties including ordering, receiving, and processing materials including books and audiovisual material; search for and place orders for materials; perform bibliographic checks on needed materials; receive and process new and gift materials; process invoices related to materials ordered including to reconcile materials received with invoicing and resolve discrepancies; maintain order files and related information and statistics.
3. Perform a full range of technical processing duties including using computer databases to retrieve and modify a variety of records information; process materials for addition to the collection; link items to catalog record and process for use; make minor repairs to damaged materials.
4. Oversee periodical subscriptions including ordering, checking in, processing, and maintaining of periodical holdings; update periodical listing; weed, shift, and create new labels for periodicals.
5. Perform a variety of duties involved in stacks maintenance; oversee shelving of library materials; perform general shelf maintenance including shelf reading; search for lost items; participate in space planning and shifting of the collection as needed; oversee inventory of assigned collection.
6. Withdraw library materials from catalog records; prepare materials for disposal.

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7. Oversee circulation desk activities and provide staffing at the circulation desk; answer circulation phone and refer calls to other departments or units as appropriate; process all notices and billing for unreturned materials; assist patrons at Circulation/Reserve desk using automated circulation system; explain policies to library patrons; answer informational and directional questions.
8. Supervise student assistants working in assigned Library function and service area(s); hire, schedule, train, and evaluate assigned student assistants.
9. Maintain procedures manual and student assistant handbook related to functions and area(s) of assignment.
10. Instruct students in how to use Library equipment including photocopiers, microform reader/printers, and audiovisual equipment; troubleshoot routine problems.
11. Receive and process interlibrary loans requests for books and other materials.
12. Oversee cataloging, processing, and circulation of faculty course reserve materials; correspond with faculty concerning their reserve materials.
13. Access to student information in Banner system to place/remove block for students with overdue items; call students to inform them to return the overdue items.
14. Search of library resources, including reserves, books, periodicals, and audio visual materials in response to requests from students.
15. Maintain a variety of records and files; maintain bookkeeping records and statistics; prepare necessary correspondence and reports; run assigned reports; count, balance and deposit money.
16. Provide staffing at the circulation desk or other library service points as needed.
17. Order and maintain departmental supplies and library equipment.
18. Oversee security of building, during emergencies and as other situations arise, in the evening.
19. Perform Library opening and closing procedures; pick up books from bookdrop; process newspapers; turn computers on/off; prepare cash; clean out machines; lock/unlock all doors.
20. Support overall Library operations and services through projects and other duties as appropriate and assigned.
21. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in library science; incorporate new developments as appropriate.
22. Perform related duties as required.

**MINIMUM QUALIFICATIONS**

*The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

**Knowledge of:**

1. Library services, materials, practices, and operating procedures.
2. Library terminology.
3. Operating characteristics of various desks and functions in a community college library including circulation desk.
4. Basic principles of training and supervision.
5. Technical and clerical support duties applicable to a library.

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6. Computerized library systems and databases and basic procedures for entry of information and materials.
7. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
8. Principles, practices, and procedures of record keeping.
9. Basic principles of report preparation.
10. Principles and practices used to establish and maintain files and information retrieval systems.
11. Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
12. Basic mathematical concepts.
13. English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

1. Assume responsibility for the activities and operations of assigned desk/area.
2. Perform a full range of technical and specialized clerical duties in support of the assigned library program area or function
3. Learn specialized terminology, equipment, and procedures related to assigned work area(s).
4. Learn quickly new procedures and work effectively in a rapidly changing environment.
5. Perform a full range of Library duties in an automated environment.
6. Understand the organization and operation of the library and assigned program area, services, and functions as necessary to assume assigned responsibilities.
7. Understand, interpret, and apply general administrative, office, and operating policies and procedures of the library.
8. Train, supervise, and evaluate the work performance of assigned student workers.
9. **Ensure efficient and courteous services to library patrons in assigned areas of responsibility.**
10. Order, receive, and catalog library materials.
11. Apply library practices and procedures in the cataloging and processing of library materials.
12. **Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.**
13. **Deal with irate patrons in a calm manner.**
14. Operate computerized library system utilities and databases; retrieve, create, edit, maintain, and update records, files, and documents using automated Library software, databases, word processing, and other standard office applications.
15. Type or enter data at a speed necessary for successful job performance.
16. Compile and organize data and information.
17. Maintain filing systems.
18. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
19. **Adapt to changing technologies and learn functionality of new equipment and systems.**
20. **Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.**
21. Work independently as well as in a team-oriented environment.
22. Independently follow through and complete assignments within specified deadlines accurately and efficiently.
23. Use judgment in organizing and prioritizing work.
24. Understand and follow oral and written instructions.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.

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27. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

**Minimum Education & Experience** - Any combination of the following would provide a typical way to obtain the required knowledge and abilities.

**Education/Training:**

Equivalent to the completion of the twelfth grade supplemented by specialized or college level course work in library science or a related field.

**Experience:**

Three years of clerical and technical library experience.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed in a library; subject to frequent interruptions and contact in person with students, staff, and others.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a library; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate library and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

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Job Family: Library Learning Resources