

LIBRARY TECHNICIAN

DEFINITION

Under general direction, to perform a variety of difficult and complex processing of library materials; to provide patrons with assistance in the use of library materials and resources; to perform a variety of office assistance duties; and to do related work as required.

DISTINGUISHING CHARACTERISTICS

This is a specialized job class. Incumbents have responsibility for performing a variety of complex library and office assistance duties, in specialty areas such as Inter-library Loans and Reference. Responsibilities require substantial library background and experience. Incumbents are expected to be familiar with the policies, functions, and operations of the County library system. Also, they must be capable of providing help and instruction to library patrons.

REPORTS TO

County Librarian

CLASSIFICATIONS DIRECTLY SUPERVISED

None.

LIBRARY TECHNICIAN - 2

EXAMPLES OF DUTIES

- Performs technical processing of library media and materials.
- Operates the circulation desk.
- Answers questions and checks out material for circulation.
- Receives and transmits patron requests for books, media, and information.
- Finds and reserves books and media for circulation.
- Issues library cards.
- Collects monies for overdue and damaged books and media.
- Sets up library displays.
- Maintains record and files in the library and processes interlibrary loan books.
- Researches special reference requests.
- Obtains detailed information about patrons' reference requests and needs.
- Works with library patrons.
- Compiles information for statistical summaries and reports.
- Assists with book repair and mending.
- Re-shelfe returned material.
- Prepares periodicals for patron use.
- Updates collection lists and other records.
- Files catalog cards and updates card catalogs.
- Instructs patrons in the use of library resources and library rules and procedures.
- Trains and directs volunteers.
- May maintain account records on monies collected.
- Updates records and reports.
- Types a variety of correspondence, information, and other materials.

TYPICAL PHYSICAL REQUIREMENTS

Sit for extended periods; frequently stand and walk; normal manual dexterity and eye-hand coordination; corrected hearing and vision to normal range; verbal communication; use of audio-visual equipment; use of office equipment including computers, telephones, calculators, copiers, and FAX.

TYPICAL WORKING CONDITIONS

Work is performed in an office; occasionally works outside; continuous contact with staff and the public.

LIBRARY TECHNICIAN - 3

DESIRABLE QUALIFICATIONS

Knowledge of:

- Library procedures, methods, and terminology.
- Processing and cataloging of library media.
- Library reference resources.
- Correct English usage, spelling, grammar, and punctuation.
- Modern office methods, practices, and procedures.
- Maintenance of filing and information retrieval systems.
- Computer applications for library services.
- General functions of a library.

Ability to:

- Perform specialized library duties such as reference, cataloging, and interlibrary loan.
- Perform varied and responsible library and circulation assistance assignments.
- Interpret, explain, and apply library policies and methods.
- Maintain accurate records and prepare reports.
- Effectively represent library services with the public.
- Establish and maintain cooperative working relationships.

Training and Experience: Any combination of training and experience which would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Three (3) years of general clerical experience, including two (2) years of library experience comparable to that of a Branch Library Assistant with Plumas County.

Special Requirement: Must possess a valid drivers license at the time of application and a valid California Drivers License by the time of appointment. The valid California License must be maintained throughout employment.