



JOB DESCRIPTION

JOB TITLE: Library Technician II

JOB CODE: 02570

DEPARTMENT: Library

FLSA STATUS: Non-Exempt

REPORTS TO: Librarian II, III

SUMMARY OF JOB PURPOSE

Semi-skilled position that provides a mix of paraprofessional, technical, and clerical services by performing from among the following duties.

ESSENTIAL FUNCTIONS

1. Assists in Computer and Network Services with various tasks such as: installation and maintenance of computer equipment; monitors networks and equipment for unusual activity and performance problems; prepares orders for computer and network equipment; maintains licenses; trains staff and volunteers in maintenance of equipment; contacts vendors/consultants/contractors for network and technology information and assistance; provides instruction and assistance to library staff on the use of computers and software.
2. Provides circulation services to patrons including checking materials in and out, sorting books for shelving, discussing library card accounts with patrons, collecting fees, and contacting patrons regarding materials on hold.
3. Provides routine to more complex reference services to patrons in person, by telephone, and electronically; provides instruction and assistance to patrons on the use of library computers, microfilm viewer, and the use of the library database and catalog; consults with senior staff on more complex questions or reference interviews. Carries out and explains library services, activities, and regulations to individuals or groups.
4. Assists in marketing outreach with various tasks such as: develop and maintain the library's public website, Intranet, or other programs comply with web-accessibility guidelines; create new website pages as needed ; create internal web pages; create and maintain still and video footage; maintain photo and editing equipment and software; create instructional brochures and signage
5. Assist in Technical Service with various tasks including acquisitions, receiving, cataloguing, collection maintenance, periodical maintenance, maintenance and update of patron database.
6. May direct activities of subordinate personnel for specific projects or assignments as authorized by the supervisor of subordinate.
7. May coordinate necessary information for news releases for library programs and functions with program staff, design signage and flyers; send news releases; maintain publicity files. May instruct staff and volunteers in data collection for, and creation of, marketing materials.

This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



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QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

EDUCATION and/or EXPERIENCE

High School Diploma or General Education Degree (GED) and at least two (2) years related training and/or experience required; Associate's Degree or comparable relevant certification preferred.

LANGUAGE SKILLS

Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals; write routine reports and correspondence; knowledge of the English language, including grammar, spelling, and composition; ability to effectively present information and respond to questions from staff, patrons, and the general public as well as effectively interact with adults and children.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply and divide in all units of measure using whole numbers, common fractions, and decimals; must possess the ability to handle currency.

REASONING ABILITY

Ability to define problems, collect data, establish facts, and draw valid conclusions; interpret an extensive variety of technical instructions in mathematical or diagram form and deal with several abstract and concrete variables.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly with a demonstrated understanding of the principles and practices of customer service; knowledge of the Dewey Decimal System; knowledge of library resources, library procedures, record keeping, file maintenance, and standard office practices; intermediate to advanced knowledge of computerized library systems; ability to operate office equipment including computers, peripherals, keyboard, copier, fax machine, microfilm reader and calculator. Specialized technology coursework may be preferred.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License and an acceptable driving record.

PHYSICAL DEMANDS

The physical demands described here 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 functions.

While performing the duties of this job, the employee is regularly required to stand, walk, sit, and drive; use hands to finger, handle, or feel; reach with hands and arms; talk and hear. The employee occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift, push, and/or carry up to 25 pounds. Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

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WORKING ENVIRONMENT

The noise level in this working environment is usually quiet.

I have read and understand the contents of this Job Description, and I have received a copy of this Job Description for my records.

PRINT NAME: _____

SIGNATURE: _____ **DATE:** _____

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