



JOB DESCRIPTION

JOB TITLE: Library Technician I

JOB CODE: 02560

DEPARTMENT: Library

FLSA STATUS: Non-Exempt

REPORTS TO: Librarian I, II, III; Library Services Coordinator;
Administrative Assistant

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. Provides circulation services to patrons including checking materials in and out, sorting books for shelving, issuing library cards, discussing library card accounts with patrons, collecting fees, and contacting patrons regarding materials on hold.
2. May maintain patron database by accurately entering new patron application information, updating records when applicable, inserting and/or deleting checkout blocks as appropriate, and deleting charges on accounts when fines or replacement items have been resolved; may mail library cards to patrons as needed.
3. Provides basic 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; refers more complex questions or reference interviews to senior staff. Carries out and explains library services, activities, and regulations to individuals or groups.
4. May coordinate necessary information for news releases for library programs and functions with program staff, write news releases, design signage and flyers to display in the library and at local businesses; send news releases to media, meeting media deadlines; maintain publicity files on library computer network. May instruct staff and volunteers in data collection for, and creation of, marketing materials.
5. May direct and film library programs and functions for DCCA-TV broadcast; clean and maintain library photo and video equipment and ensure all equipment is stored properly and securely; shoot still photographs for use in library news releases and library signage and flyers.
6. May transfer digital video and digital still photos to computer utilizing associated software; view transferred video footage and edit as needed to compose a broadcast quality presentation; transfer video presentation to DVD; view and edit still photos as needed; maintain video and photo files and database on library computer network.
7. May receive incoming book and supply orders, ensure order is complete and invoiced correctly, and check for product damage; contact shipping company regarding errors, requesting credit or replacement as required; package and mail returns as needed; route books and supplies to appropriate branch or department of library; date and stamp invoices and send to appropriate person for payment.

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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8. May assist with the review of print and audiovisual materials to assess damage; clean and repair items as needed; order replacement parts as necessary; delete discarded items.
9. May perform general office duties for Library Administration such as sorting mail, creating claims, preparing outgoing mail, receiving and accounting for fees, fines, and other monies, and maintaining files.
10. May assist with installation, preventative maintenance, and minor repair of all computers and their peripherals, and miscellaneous office equipment; may provide computer assistance to staff and patrons involving computer hardware, applications, and office equipment.
11. May participate in design and/or maintenance of website, Intranet, or other electronic posting mechanisms
12. May assist Librarian in maintaining periodicals collection by checking in newly-received magazines and newspapers, arranging and maintaining magazines for patron access, and preparing items for binding.
13. May assist in Technical Service including acquisitions, receiving, cataloguing items under the supervision of the Library Services Coordinator (Technical). May assist in collection maintenance by physical evaluation, processing, mending, discarding, shelving, and/or selecting items.

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 a minimum of two (2) years experience in a customer service position. One year of previous library experience 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; 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 solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

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OTHER KNOWLEDGE, SKILLS, & ABILITIES

Ability to multi-task and adjust priorities rapidly with a demonstrated understanding of the basic principles and practices of customer service; basic knowledge of the Dewey Decimal System; knowledge of computerized library systems; ability to operate basic office equipment including computers, keyboard, copier, fax machine, and calculator.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with an acceptable driving record.

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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, move, 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.

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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