



JOB DESCRIPTION

JOB TITLE: Library Technician Senior

JOB CODE: 2550

DEPARTMENT: Library

FLSA STATUS: Non-Exempt

REPORTS TO: Librarian II, Librarian III, or Library Director

SUMMARY OF JOB PURPOSE

Provides intermediate level of patron services at the library circulation and reference desks in addition to work at one of the following areas: plans and participates in library outreach programs; catalogues books; films and edits library video programs, provides outreach services to homebound patrons; assists senior staff to provide services to youth; maintains library software, hardware, and network; assists senior staff in managing daily functions of branch library.

ESSENTIAL FUNCTIONS

1. 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, resolution of problems with patron accounts.
2. Assists in Technical Service with routine to more complex various tasks related to acquisitions, selection, receiving, cataloguing, collection maintenance, periodical maintenance, Interlibrary Loan, maintenance and update of patron database.
3. Provides routine to complex reference services to patrons; provides instruction and assistance to patrons on the use of library computers, equipment, and the use of the library databases and catalog. Carries out and explains library services, activities, and regulations.
4. Prepares general correspondence, reports, instructions; edits materials. Performs a variety of general duties such as shelving, organizing collections. Includes accurate handling of petty cash, depositing monies with the county, and receipting transactions.
5. May catalogue new materials, update catalog records, and locate/build classification numbers.
6. May provide marketing outreach with various tasks such as: develop and maintain the library's public website, Intranet, or other programs that comply with web-accessibility guidelines; create and maintain still and video footage; maintain photo and editing equipment and software; create and distribute brochures, signage, posters, new releases; instruct staff and volunteers in data collection for, and creation of, marketing materials.
7. May provide Computer and Network Services: install 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.
8. May provide programming such as Homebound Services, children's storytimes, Teen Advisory Board; includes planning, publicity and delivery.

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.



JOB DESCRIPTION

Library Technician Senior

9. May perform general office duties such as sorting mail, creating claims, preparing outgoing mail, receiving and accounting for fees, fines, and other monies, and maintaining files.
10. May provide general building maintenance; storage management; coordinates with County maintenance staff; coordinates with outside vendors.

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 five (5) years of public contact and/or general clerical experience required. At least three (3) years of increasingly responsible experience as a technician in a library system, and/or completion of course work in library science 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; speak effectively before groups of customers and/or employees of the County. Possess intermediate writing/communication skills including grammar, spelling, and composition.

MATHEMATICAL SKILLS

Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals; compute rate, ratio, and percent and ability to create and interpret bar graphs.

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.

OTHER KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of library resource material, general library procedures, record keeping and file maintenance, and general office practices and procedures; ability to utilize resource material; intermediate to advanced level of computer knowledge including word processing, spreadsheet, and database software. Ability to type at least 45 wpm.

CERTIFICATES, LICENSES, REGISTRATIONS

Valid Driver's License with 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

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JOB DESCRIPTION

Library Technician Senior

occasionally is required to climb, balance and stoop, kneel, crouch, or crawl and must frequently lift 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 work 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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