



| TITLE   | CLASSIFICATION | SALARY GRADE |
|---|----------------|--------------|
| LIBRARY TECHNICIAN II                                 | CLASSIFIED     | GRADE: K     |
| BOARD POLICY REFERENCE: 2014/15 Classification Review |                |              |

**JOB DESCRIPTION:**

Under general supervision, oversees the operation of a library department or specialized area; performs paraprofessional duties in the technical or public service areas of the library; may serve as a lead worker to other classified staff in the area; and performs related work as required.

**SCOPE:**

The Library Technician II performs functions and services in an area of the library. Utilizes current information technology to ensure access to library materials and to interface between multiple library and District-wide database systems; incumbents will be responsible for one or more of the following: Receiving, Cataloging, and Circulation of library materials.

**DISTINGUISHING CHARACTERISTICS:**

The Library Technician II is distinguished from the Library Technician I by the oversight of the operation of a library department or specialized area and assisting with the monitoring of a budget. This classification may serve as a lead worker to other classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.*

1. Develops and implements policies and procedures relating to circulation, reserve, periodicals, interlibrary loan, acquisitions and federal copyright laws; interprets and enforces library policies; maintains confidential patron records.
2. Develops and monitors database collection of all print, media and digital collections for the District; resolves discrepancies and regulates the electronic removal of bibliographic records from the automated database and withdrawal of obsolete and damaged library materials; repairs library materials according to conservation standards.
3. Directs the circulation of library materials; assists with annual electronic collection inventories; assists with the preparation and distribution of notices for overdue library materials and unresolved library charges; inputs data into District student account files to ensure accurate assessment and collection of library charges and fines.
4. Maintains on-line budget records and controls expenditures for the library book budget, including related departmental budgets; verifies budget codes and availability of funds; collects and reconciles copy center income.
5. Develops detailed financial, bibliographic, and statistical records and designs reports for the library, college community, public and governmental agencies.
6. Resolves patron conflicts and issues; maintains a safe environment and enforces rules of conduct.
7. Maintains and provides patron instruction for copiers, the network printing systems, print card dispenser, and microform printers; troubleshoots public workstations to ensure network accessibility.
8. Schedules library room reservations and conducts tours.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

9. Serve as the main contact for troubleshooting patron problems with library print and copy services; serve as a liaison with print and copy center vendors; order print supplies.
10. May serve as lead worker. Supervises and trains student and short-term, non-continuing (STNC) employees.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Incorporate emerging technology into the area workflow; recommend, interpret and apply library department policies; develop, interpret and implement rules and procedures; analyze situations and adopt effective courses of action; operate and maintain a wide variety of computerized library equipment; work independently with a minimum of supervision; maintain accurate records and perform mathematical calculations; analyze and diffuse disruptive situations; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Operation of one or more modules of an automated integrated library system; current library terminology, rules and procedures; productivity software and federal laws regulating copyright and interlibrary loans.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Two years of college level coursework with some coursework in Library Science.

*Experience:*

Increasingly responsible experience working in a library. Experience directing the work of others is preferred.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing library duties.