



TITLE	CLASSIFICATION	SALARY GRADE
LIBRARY TECHNICIAN III	CLASSIFIED	GRADE: M
BOARD POLICY REFERENCE:		2014/15 Classification Review

**JOB DESCRIPTION:**

Under general direction, has primary responsibility for coordinating the operation of a major library service area; provides high level support and oversight in a technical or public service area; serves as liaison between a service area and the District-wide community; may serve as back-up in a different area of the library; provides instructional support to a diverse population; serves as a lead worker to other classified staff.

**SCOPE:**

The Library Technician III has primary responsibility for the coordination of complex functions and services in an area of the library. Utilizes current information technology to ensure access to library and archive materials and interfaces between multiple library and District-wide database systems. Incumbents will have primary responsibility for one or more of the following areas: Acquisitions, Interlibrary Loans, Circulation, Reserves, Archives or Periodicals.

**DISTINGUISHING CHARACTERISTICS:**

The Library Technician III is distinguished from the Library Technician II by the level of independence, complex coordination and problem solving required. This classification has a significant role in assisting in the development and oversight of an area budget, program area, or library-related student accounts. This classification serves 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. Initiates the development and implementation of policies and procedures relating to circulation, reserve, interlibrary loan, acquisitions and federal copyright laws; interprets and enforces library policies; maintains confidential patron records.
2. Develops, catalogs and monitors database collection of all print, media and digital collections for the District; catalogs, organizes and processes material for the Reserve collection; resolves discrepancies and performs all duties associated with the electronic removal of bibliographic records from the automated library system and withdrawal of obsolete and damaged library materials; repairs library materials according to conservation standards.
3. Coordinates the archive collections from acquisition to preservation; oversees the process of transitioning archives to preservation storage; prepares archive materials for access and exhibits; serves as a resource for the archive collection; assists with website and social media updates relating to the archive collection.
4. Directs the circulation of library materials; coordinates the annual electronic collection inventories; prepares and distributes notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines.
5. Initiates on-line ordering, receiving and invoicing of books, periodicals, equipment and supplies requested by library, administrative and academic staff; reconciles shipment, invoice and statement discrepancies and resolves problems and issues arising from the purchase of books, periodicals, library services, supplies and equipment.

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

6. Oversees on-line budget records and controls expenditures for various funds in the library budget, including related departmental budgets; verifies budget codes and availability of funds; collects and reconciles copy center monies.
7. Develops detailed financial, bibliographic, and statistical records and designs reports for the library, college community, public and governmental agencies.
8. Resolves patron conflicts and issues. Maintains a safe environment and enforces rules of conduct. Maintains security of book collection; troubleshoots and monitors book detection system.
9. Maintains and provides patron instruction for copiers, the network printing systems, print card dispenser, and microform printers; troubleshoots public workstations to ensure network accessibility.
10. Coordinates the District's Interlibrary Loan Services; researches, analyzes and verifies Interlibrary Loan requests via multiple online databases; determines appropriate interlibrary loan lending sources; fulfills interlibrary loan requests from regional, national, and international libraries from library collections utilizing the OCLC (Online Computer Library Center) and the WorldCat Resource-sharing database; assesses, bills and issues payment for overdue interlibrary loan material.
11. Serves as lead worker Hires, trains and supervises 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 appropriate 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; standard record formats for archival description; current library terminology, rules and procedures; standard office productivity software and relational database management systems; bibliographic record and resource sharing networks, such as OCLC (Online Computer Library Center); bookkeeping and fiscal management practices; Library of Congress, Machine-Readable Cataloging (MARC) and Resource Description and Access (RDA) cataloging rules and procedures; 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. Associate's degree in Library Science preferred.

*Experience:*

Significant experience working in an academic library. Previous experience directing the work of others.

**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.