

TITLE: Library Technician

CLASSIFICATION: Classified

SALARY GRADE: C05

SCOPE OF POSITION:

The Library Technician I has a working knowledge of current library terminology, technology, copyright laws, and policies and procedures. Responsible for the use, maintenance, and distribution of library and media materials.

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. Oversees several public or technical service areas and assists patrons in locating and retrieving library materials.
2. Demonstrates the use of various library equipment, databases and services.
3. Assists in the development and implementation of library policies and procedures to promote efficient operations of the library.
4. Resolves patron conflicts and issues and provides direct service to faculty through instructional support.
5. Organizes the circulation, maintenance, and inventory of books and other library materials, maintains confidential patron records, and databases, and coordinates the transfer of library materials and records between campuses.
6. Processes withdrawn materials from the library's holding records.
7. Generates and maintains bibliographic records.
8. Operates, troubleshoots, and maintains microfilm and microfiche readers, security gates, computers, printers and other library equipment.
9. Prepares and distributes overdue notices and hold notices for library materials, posts and reconciles fines in library automated system and college accounting system to ensure an accurate assessment and collection of library fines.
10. Generates reports for library staff and supervisor.
11. Orders and maintains supplies. May order minor equipment.
12. Interprets and explains District policies and procedures to students, faculty, staff and the public.
13. Supervises student employees.
14. Performs instructional support functions and clerical duties, including the creation of promotional and informational materials.

KNOWLEDGE OF:

1. Library technology, terminology, policies and procedures.
2. Various media equipment.

TITLE: Library Technician

KNOWLEDGE OF – Continued

3. Relevant local, state, and federal rules and regulations, including copyright and interlibrary loan rules and regulations.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Communicate effectively and provide customer service in a calm and professional manner.
2. Interpret policies and procedures.
3. Analyze situations accurately and adopt appropriate courses of action.
4. Operate and maintain library equipment and automated library systems.
5. Work independently with minimal supervision.
6. Schedule media software and equipment.
7. Perform general administrative and clerical functions.
8. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
9. Communicate effectively, both orally and in writing.
10. Exercise appropriate judgement in interactions with others and with work processes.
11. Interact with the public in a helpful, courteous and professional manner.
12. Demonstrate sensitivity to, and respect for, a diverse population.

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 the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

- 2+ years of college level coursework required.
- Some coursework in library science preferred.

EXPERIENCE:

Previous experience working in a library with an automated system.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).