

MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT

SALARY SCHEDULE: A

SALARY RANGE: 52

CLASS TITLE: LIBRARY TECHNICIAN I

BASIC FUNCTION:

Under the direction of an assigned manager, perform a variety of entry-level clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and related materials; assist students and instructors in the basic selection, location and use of library materials and equipment.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of entry-level clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and related materials; provide information concerning library policies and procedures in person or over the telephone and by routine correspondence.

Circulate library materials; check library materials in and out to students and staff; shelve returned books and materials; sort, shelve and check for proper placement of books; file and type book pockets, labels and routine correspondence.

Assist students and instructors in the general selection, location and use of library materials and equipment; respond to inquiries and provide information to students, instructors and others; assist students in researching instructional materials for classroom use.

Operate a variety of office and library equipment including a calculator, copier, fax machine, computer and assigned software.

Assist with mending of books, magazines and discarding books according to library procedures.

Maintain a variety of records related to library books, instructional materials, student information, inventory and assigned activities; establish and maintain filing systems; conduct preliminary search for catalog information.

Communicate with personnel and outside agencies to exchange information and resolve issues or concerns.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern office practices, procedures and equipment.

Basic library methods, practices and terminology.

Basic reference and cataloging techniques.

2/20/07

Approved per CSEA 262

Operation of a computer and assigned software.
Record-keeping techniques.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact, patience and courtesy.
Oral and written communication skills.
Basic research methods.

ABILITY TO:

Perform a variety of entry-level clerical library duties involved in the acquisition, circulation, maintenance and distribution of library books and related materials at an assigned school site.
Assist students and teachers in the selection, location and use of library materials and equipment.
Check books and materials in and out of the library.
Maintain library in a neat and orderly condition.
Type or input data at an acceptable rate of speed.
Process and shelve library materials.
Communicate effectively both orally and in writing.
Establish and maintain cooperative and effective working relationships with others.
Maintain records and files.
Operate a variety of office equipment including a computer and assigned software.
Learn, interpret, apply and explain applicable policies, procedures, rules and regulations.
Monitor and maintain acceptable student behavior in the library.
Understand and follow oral and written instructions.
Complete work with many interruptions.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school and one year of general clerical or library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and monitor student behavior.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
Reaching overhead, above the shoulders and horizontally.