

# **MT. SAN ANTONIO COMMUNITY COLLEGE DISTRICT**

**SALARY SCHEDULE: A**

**SALARY RANGE: 71**

## **CLASS TITLE: LIBRARY TECHNICIAN II**

### **BASIC FUNCTION:**

Under the direction of an assigned manager, perform a variety of technical library duties involved in the acquisition, circulation, maintenance and distribution of library books and related materials; process, receive, and catalog new materials; assist students and instructors in the selection, location and use of library materials and equipment.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Perform a variety of technical 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.

Process and receive library materials and related orders; prepare materials for introduction into the media/library materials collection; catalog new materials; prepare labels; affix identification, security devices, book jackets and bar-code labels to materials; input related information into online catalog system.

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.

Assist students and instructors in the general selection, location and use of library materials and equipment; processes media requests from faculty and staff; locate requested items at reserve and periodicals desks; respond to inquiries and provide information to students, instructors and others; assist students in researching instructional materials for classroom use; collect monies; obligate students.

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

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; deal with vendors regarding equipment and supply orders.

#### **OTHER DUTIES:**

Train and provide work direction and guidance to student workers in the performance of routine library tasks.

Perform related duties as assigned.

**2/20/07**

**Approved per CSEA 262**

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Modern office practices, procedures and equipment  
Library methods, practices, procedures and terminology.  
Basic reference and cataloging techniques.  
Operation of a computer and assigned library software.  
Inventory control practices and procedures  
Index research skills  
Alpha and numeric filing skills  
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 technical 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.  
Process, receive, and catalog new materials.  
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: high school diploma with coursework in Library Science or related field and two years directly related experience: Associate Degree in Library Science preferred.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

**2/20/07**

**Approve per CSEA 262**

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.