

Position Description
Library Technician III
Department: Library Media Services

POSITION PURPOSE

The Library Technician III performs a variety of clerical duties of complex difficulty related to the borrowing, handling and processing of library materials, assists students and faculty, and catalogues, maintains, and repairs library materials and equipment.

NATURE AND SCOPE

The Library Technician III trains and supervises the Library Technician II and the student workers.

The Library Technician III is responsible for implementing minor hiring and scheduling of staff, forgiving and authorizing payment plans for large fines, making minor equipment and materials purchases, and initiating and implementing minor policy changes. Other decisions, such as removing materials from permanent collection, resolving major personnel issues, and major capital expenditures, are referred to a higher authority.

EXAMPLE OF KEY DUTIES AND RESPONSIBILITIES

1. Researches, reviews and purchases library materials; advises and assists faculty in the use of library materials for instruction.
2. Supervises, trains and schedules Library Technicians and student workers in the performance of routine library tasks.
3. Processes requests from faculty and staff; answers phones and assists with in-person inquiries; checks-out library materials at Circulation Desk.
4. Locates reference materials in books, periodicals, and newspapers with computer, microfiche, etc.; locates requested items at Reserve and Periodicals desks.
5. Shelves and reshelves books, periodicals, and newspapers; collects books, periodicals, and newspapers from tables, shelves and counter tops.
6. Discards outdated or damaged library materials; makes repairs to materials as necessary.
7. Records, processes and files new microfilm; receives new books, assigns Cutter numbers, updates NOTIS records, prints DORD entries, etc.
8. Performs related duties as required.

EMPLOYMENT STANDARDS

Knowledge:

Knowledge of District policies and procedures
Knowledge common practices and procedures of library systems
Inventory control practices and procedures
Computer literacy; various software applications e.g., Microsoft Office, WordPerfect; computer mainframe systems

Skills and Abilities:

Detail oriented
Index research skills; alpha and numeric filing skills
Operate a variety of specialized office equipment i.e., copiers, fax machines
Strong problems solving skills
Strong mathematical ability
Excellent written and oral communication
Excellent interpersonal skills
Ability to work independently
Management and organizational skills

Education and Experience:

A.S. degree Library Science
2-4 years directly related experience

Working Conditions

College library
Occasional climbing or extended periods of standing
Ability to lift up to 75 lbs.