

CITY OF SALINAS

LIBRARY TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / 109

DEFINITION

To perform a wide variety of technical and clerical library work related to such activities as acquisitions, cataloging, circulations, reserves and interlibrary loans.

DISTINGUISHING CHARACTERISTICS

This is the entry-journey level class in the Library Technician series and is distinguished from the Senior Library Technician by the performance of the less complex activities of the non-professional library series. Incumbents are expected to be able to perform assigned duties with only occasional instruction or assistance within a relatively short period of time.

SUPERVISION RECEIVED AND EXERCISED

Receive general supervision from a Principal Library Technician or Senior Librarian Technician. May receive indirect supervision from higher-level department staff. May exercise supervision over lower-level library positions.

ESSENTIAL JOB FUNCTIONS OF THE POSITION Duties may include, but are not limited to the following:

Post, file and maintain recurring cumulative records; compile data and prepare summary activity reports including circulation statistics, mending statistics, user and loan survey reports, and materials collection lists. Assign routine tasks and provide technical instruction to part time and other subordinate positions in area of responsibility. Record receipt of material. Maintain appropriate liaison with representatives from other libraries. Train and assist library patrons in use of the Public Access Catalog (PAC). Promote and maintain safety in the work place. Perform related duties as assigned.

Technical Services Division: Perform routine technical services clerical tasks such as acquisitions processing, data input, collection maintenance and filing. Create and maintain bibliographic and holding records for books and other library materials using the Dynix Cataloging Module system when assigned. Maintain reference publications, telephone directories, college catalogs and other library materials as assigned. Operate various office machines, computer terminals and other equipment as required. Repair and mend library materials; request replacement of materials not able to be mended for general use. Initiate protective and storage methods for valuable and historical book collections.

Circulation Services Division: Serve at circulation desk; check out library materials to patrons; check in and prepare materials for return to the circulation collection; register new patrons; collect overdue fines. Prepare print and non-print materials for introduction into the library materials collection. Help maintain appropriate records. Process and maintain the periodical collection for the library; maintain appropriate records. Respond to patron in-person and telephone requests for library information. Assist patrons in locating basic print and non-print materials. Assist patrons in completing requests for materials not available in the local collection and verify completeness of requests; receive and process inter-library loan requests. Review circulation files to identify overdue materials. Prepare overdue notices and maintain registration files; prepare billing for overdue library materials and refer delinquent accounts to credit bureau for collection. Type circulation cards.

PHYSICAL AND MENTAL CHARACTERISTICS

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to repair book bindings, write, use telephone, business machines and related equipment; vision sufficient to read printed materials and distinguish colors; hearing sufficient to conduct in person and telephone

CITY OF SALINAS
LIBRARY TECHNICIAN (continued)

conversations; speaking ability in an understandable voice with sufficient volume to be heard in a normal conversational distance, on the telephone and in addressing groups; physical agility to push/pull, squat, twist, turn, bend, stoop, climb and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; may occasionally lift up to 30 pounds of books; physical stamina sufficient to sit for prolonged periods of time; mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions.

WORKING CONDITIONS

Business office working environment subject to sitting at a desk or standing for long periods of time, bending, crouching, or kneeling at files, occasionally pushing/pulling of book carts and supplies, lifting and transferring books from bins to carts and to shelves; reaching in all directions and prolong periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:

Standard public library procedures. Library terminology. Library filing rules and procedures. Dewey Decimal system. Modern office methods, practices and procedures. English usage, spelling, grammar and punctuation. Basic arithmetic.

Ability to:

Perform a variety of technical and clerical library work with speed and accuracy. Learn to use the Public Access Catalog (PAC). Assist patrons in the location and use of basic library materials. Work independently. Work with numbers and alphabet accurately. Understand and carry out oral and written instructions. Maintain accurate records. Communicate clearly and concisely, both orally and in writing. Deal courteously and tactfully with the public. Establish and maintain cooperative working relationships with staff and the general public. Supervise and train assigned staff. Effectively organize workload.

Skills:

Type at a speed of 40 words per minute.

Education and Experience:

An example of the education and experience which most likely demonstrates the skills, knowledge and abilities required to perform the duties would be any combination equivalent to graduation from high school/GED and one year experience in library work with public service experience.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

ORIG: 2-84, REV: 2-94, REV: 11-04, REV: 2-07