

**CITY OF SALINAS**

**PRINCIPAL LIBRARY TECHNICIAN**

**BARGAINING UNIT/CLASS CODE:**

**AMPS / 106**

**DEFINITION**

To plan, organize, coordinate and supervise the technical/processing services of the library.

**SUPERVISION RECEIVED AND EXERCISED**

Receive general supervision from professional library personnel. Exercise supervision over lower level technical and clerical library positions, as assigned.

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

Oversee the technical services division involving acquisitions, serials, the withdrawing of holdings, deleting of bibliographic records, and cataloging of materials using the OCLC bibliographic utility. Participate in the planning, implementation, and management of computer system hardware and software. Perform special assignments as requested including assisting in the development of a computerized processing system applied to the technical activities of the library system. Monitor and coordinate the daily operation of assigned area; perform administrative detail work and maintain appropriate records and statistics. Provide technical assistance to non-professional staff in processing library materials and related activities. Insure that all materials are entered into the computer database. Supervise the mending of library materials. Assist in the development of new program elements and program modifications as necessary to meet stated goals and objectives. Respond to complaints and requests for information from the public and City staff. Participate in the preparation of division's budget; monitor budget expenditures as required. Participate in supervising and training lower level library employees and volunteers, as assigned. Coordinate coverage of various service points. Assist in developing procedures; attend meetings as required. Maintain supplies at proper inventory levels. Promote and maintain safety in the work place. Perform related duties as assigned.

**PHYSICAL AND MENTAL CHARACTERISTICS**

Physical, mental and emotional stamina to perform the duties and responsibilities of the position; manual dexterity sufficient to write, use telephone, business machines and related equipment; vision sufficient to read printed materials; hearing sufficient to conduct in person and telephone 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 and reach overhead; physical mobility sufficient to move about the work environment, physical strength to lift up to 20 lbs; 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 at a counter for long periods of time, bending, crouching, or kneeling at files, pushing/pulling of file drawers and supplies, reaching in all directions and prolonged periods of time working at a computer terminal.

**QUALIFICATIONS**

**Knowledge of:**

Standard technical procedures of a complex nature including circulation, cataloging and processing. Department policies, procedures, organization and operating details. Types and uses of materials in a library collection. Principles of organization, training and management. Library terminology and record keeping methods.

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PRINCIPAL LIBRARY TECHNICIAN (continued)**

**Ability to:**

Plan, organize and coordinate the work of several units engaged in related operations. Train and oversee the work of non-professional employees and volunteers. Learn to operate and work effectively with a computerized system. Communicate effectively, orally and writing. Keep appropriate records and compile reports as necessary. Establish and maintain effective working relationships with others. Deal courteously and tactfully with the public. Effectively organize workload.

**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 an Associate Arts degree from an accredited college or university with major course work in library technology or related field plus three (3) years of paraprofessional library experience and two (2) years of supervisory experience.

Reviewed \_\_\_\_\_  
Department Director

Approved \_\_\_\_\_  
Human Resources Officer

Approval Date \_\_\_\_\_

**ORIG: 2-84, REV: 1-97, REV: 2-07**