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, circulation, reserves, serials 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 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 Senior Library Technician or Technical Services Manager. 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, user 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 vendors and representatives from other libraries and departments. Train and assist library patrons in the use of the Library’s integrated catalog/circulation system. Promote and maintain safety in the work place. Perform related duties as assigned.

When Assigned to the Technical Services Division: Perform routine technical services clerical tasks such as acquisitions, physical processing, data input, collection maintenance and filing. Follow accepted industry and local standards in performing copy cataloging of library materials in a variety of languages, with the primary languages being English and Spanish. Create and maintain item level records for books and other library materials using the Library’s integrated library system software. 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.

When Assigned to the Circulation Services Division: Serve at the Circulation desk; check out library materials to patrons; check in and prepare materials for return to the circulation collection; register new patrons for library cards and maintain registration records; collect payment for fines and other related financial transactions. Help maintain appropriate circulation-related statistics, maintenance and monthly reports. Purge superseded periodicals from the library collection. Respond to patron in-person and telephone requests for library information. Assist patrons in searching for 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. Order, stock and keep inventory of office supplies system wide. Coordinate and train community service volunteers. Securely close the buildings at closing time. Drive the delivery van and/or bookmobile.

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
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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 lbs. of books; physical stamina sufficient to sit for prolonged periods of time; and mental acuity to collect and interpret data, evaluate, reason, define problems, establish facts, draw valid conclusions, make valid judgments and decisions, and safely operate a motor vehicle.

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 prolonged periods of time working at a computer terminal.

QUALIFICATIONS

Knowledge of:


Ability to:

Perform a variety of technical and clerical library work with speed and accuracy. Learn to use the Library's integrated catalog/circulation system to locate library materials as well as to create and maintain bibliographic, item and patron records. 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 with attention to detail. 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.

License or Certificate:

Possession of a valid California Driver's License.

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 of public library experience when assigned to the Circulation Services division and one year of library technical service experience when assigned to the Technical Services division.

Reviewed ____________________________ Approved ____________________________
Department Director Human Resources Officer

Approval Date ____________________________

ORIG: 2-84, REV: 2-94, REV: 11-04, REV: 2-07
REV: 3-17