

CITY OF SALINAS

SENIOR LIBRARY TECHNICIAN

BARGAINING UNIT/CLASS CODE:

SMEA / 107

DEFINITION

To direct and participate in technical and clerical library work in a branch library; and to perform the more complex technical and clerical work at the main library.

DISTINGUISHING CHARACTERISTICS

This is an advanced journey level class and is distinguished from the library technician series by the performance of the more complex activities of the non-professional library class.

SUPERVISION RECEIVED AND EXERCISED

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

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

Direct and train assigned staff involved in technical services. Coordinate and perform routine technical services tasks such as acquisitions processing, collection maintenance and filing. Perform cataloging and database creations tasks; input data into databases. Prepare orders for all print and non-print materials; receive and verify all library material shipments; process invoices for payment. Check discrepancies in book shipments received. Catalog and edit books and other Library materials using a Bibliographic Utility Workstation. Create and maintain bibliographic and holding records for books and other library materials using the Dynix Cataloging Module system. Maintain various records as required. Prepare monthly statistical report of unit activities. Operate various office machines, computer terminals and other equipment as required. Promote and maintain safety in the work place. Perform related duties as assigned.

Circulation Services Division: Direct and train assigned staff involved in circulation services. Coordinate and direct circulation desk procedures. Work with professional staff to assess and weed library collections. Direct and maintain the preparation of overdue notices; prepare billing for overdue library materials and refer delinquent account to credit bureau for collection. Prepare print and non-print materials for introduction into the library materials collection; pull discarded materials from catalog and files; maintain appropriate records. Respond to patron in-person and telephone requests for library materials, services and information. Assist patrons in locating print and non-print materials. Prepare monthly statistical report unit activities. 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 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 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.

**CITY OF SALINAS
SENIOR LIBRARY TECHNICIAN (continued)**

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, infrequently pushing/pulling of book carts and supplies, infrequent 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:

Library terminology. Library policies, procedures and objectives. Use and application of computerized library bibliographic records. Modern office practices and procedures including principles of supervision. Standard public library procedures of a complex nature including cataloging, bibliographic search procedures and the use of a variety of basic reference sources and materials. Dewey Decimal System. Basic arithmetic.

Ability to:

Perform complex record keeping operations. Maintain complex records and prepare reports. Establish and maintain effective working relationships with staff and the general public. Communicate clearly and concisely, both orally and in writing. Deal courteously and tactfully with the public. Supervise and train assigned staff. Process detailed paperwork in accordance with specific procedures and policies. Effectively organize workload.

Skills:

Type at a rate of 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 two years of library experience at the paraprofessional level.

Reviewed _____
Department Director

Approved _____
Human Resources Officer

Approval Date _____

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