



## **LIBRARY TECHNICIAN, SENIOR**

**SALARY GRADE:** [C1-44](#)

### **DEFINITION:**

Under the direction of an assigned supervisor, perform paraprofessional duties in an assigned functional area of a library; oversee, schedule, coordinate and perform activities; prepare complex records and reports; review and resolve issues and concerns.

### **DISTINGUISHING CHARACTERISTICS:**

The Senior Library Technician performs more complex duties involved in overseeing a functional area of a library while providing work direction and guidance to library staff and students. The Library Technician performs technical duties typically involved in circulation functions.

### **EXAMPLE OF DUTIES AND RESPONSIBILITIES:**

Depending upon assignment, duties may include, but are not limited to, the following:

1. Order print and non-print materials according to established guidelines; receive and process new library materials, verifying shipments with purchase orders; assure appropriate distribution.
2. Catalog and process new print and non-print instructional materials for library catalogs; perform catalog maintenance.
3. Assist students and staff in locating and selecting materials and in researching materials.
4. Operate a computer terminal and related hardware and software for cataloging and maintaining records; generate statistical reports; assist others in the use of related computer software as necessary.
5. Train library faculty, staff and students in use of the library computer catalog and various systems throughout the library; hire, schedule, train and provide work direction to students assistants and temporary help as assigned.
6. Prepare and maintain records on circulation and distribution, reserve books, book cost data, new books received, lost and damaged books, overdue books, requisitions, purchase orders, and student and staff use of library materials.
7. Operate and maintain Library Automation System hardware and software; backup system, generate reports and install system upgrades; assist other staff and resolve hardware and software issues; diagnose, analyze, and resolve computer problems for library work areas.
8. Interpret and resolve questions regarding library policies; answer day-to-day procedural questions; assign, distribute and adjust work assignments.
9. Write procedures and make recommendations for assigned service areas; implement library policies and procedures; participate in planning and monitoring budgets.
10. Assist students with difficult library concerns; determine liability for damaged materials and resolve billing issues according to established guidelines.
11. Maintain inter-library loan automated system; input transactions, compile statistics and annual reports, review for copyright compliance and assure other guidelines are met; ship and receive materials.
12. Assure library facilities are in proper order; report maintenance problems; open and close the library.

13. Reproduce a variety of instructional media materials as requested; repair damaged books.
14. Attend in-service meetings and other meetings and workshops as assigned.
15. Perform related duties as assigned.

#### **EMPLOYMENT STANDARDS:**

##### **Knowledge of:**

1. Library/media terminology and standard library/media practices and techniques in an automated environment.
2. Library research methods and of most bibliographic sources.
3. General types and uses of library print and non-print materials including standard reference materials.
4. Library systems and services.
5. Library of Congress classification and automated bibliographic records.
6. On-line cataloging using bibliographic utilities.
7. Principles of training and providing work direction.
8. Interpersonal skills using tact, patience and courtesy.

##### **Ability to:**

1. Demonstrate understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Perform paraprofessional duties in an assigned functional area of a library.
3. Oversee, schedule, coordinate and perform activities.
4. Prepare complex records and reports.
5. Review and resolve issues and concerns.
6. Process and shelve instructional media center materials and assist students and staff in the selection of instructional media center materials.
7. Assemble, organize and prepare data for records and reports.
8. Understand and resolve issues, complaints, and problems.
9. Apply and explain library rules, regulations, and policies.
10. Operate a variety of equipment including computer terminal, related software packages, other office and audio-visual equipment.
11. Work effectively with constant interruptions.
12. Work independently with little direction.
13. Meet schedules and time lines.
14. Prioritize work.
15. Communicate effectively both orally and in writing.
16. Train and provide work direction.

##### **Education and Experience**

Any combination equivalent to:

1. Associate's degree.
2. Four (4) years clerical of increasingly responsible technical library experience.

#### **WORKING CONDITIONS:**

##### **Environment:**

1. Library environment.
2. Constant interruptions.

**Physical Abilities:**

1. Hearing and speaking to exchange information in person and on the telephone.
2. Dexterity of hands and fingers to operate computer keyboard.
3. Seeing to read various materials.
4. Standing for extended periods of time.
5. Reaching overhead, above the shoulders and horizontally.
6. Bending at the waist, kneeling or crouching.
7. Lifting, carrying, pushing or pulling heavy objects up to 30 lbs including book carts..

Date Approved: October 14, 2003  
EEO Code: H-50