



LIBRARY TECHNICIAN

SALARY GRADE: [C1-38](#)

DEFINITION:

Under the direction of an assigned supervisor, perform technical duties involved in circulation of media materials and equipment; assist students; operate and perform routine maintenance on equipment.

DISTINGUISHING CHARACTERISTICS:

The Library Technician performs technical duties typically involved in circulation functions. 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.

EXAMPLE OF DUTIES AND RESPONSIBILITIES:

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

1. Process and circulate media materials and equipment according to established guidelines.
2. Provide information and assistance to students and others; respond to questions, solve equipment problems and suggest solutions to software problems as appropriate.
3. Perform routine maintenance and adjust assigned equipment according to guidelines.
4. Duplicate audiocassette tapes as requested; collect money, prepare receipts and record.
5. Maintain current catalogs; compile records and listings; monitor and control inventory.
6. Train and provide work direction to students.
7. Perform related duties as assigned.

EMPLOYMENT STANDARDS:

Knowledge of:

1. Library of Congress system of classification.
2. Audiovisual equipment and modern media materials.
3. Operation, use and general maintenance of an instructional media center.
4. Modern library technology including computer applications.
5. Basic record-keeping techniques.
6. 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. Process and circulate media materials and equipment.
3. Maintain current catalogs.
4. Communicate effectively both orally and in writing.
5. Establish and maintain cooperative and effective working relationships with others.

6. Prioritize and schedule work.
7. Train and provide work direction to students.
8. Determine appropriate action within clearly defined guidelines.
9. Operate equipment and perform routine maintenance.

Education and Experience

Any combination equivalent to:

1. Associate's degree.
2. Two (2) years clerical experience in a library or media center environment.

WORKING CONDITIONS:

Environment:

1. Media center 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 and media equipment.
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.

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