

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY TECHNICIAN
DEPARTMENT: LIBRARY
REPORTS TO: VARIOUS
CIVIL SERVICE: YES

CLASS CODE: 8003
FLSA STATUS: N
DATE: 06/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under supervision, performs moderately complex technical, para-professional library duties relating to circulation, reference, inter-library loan, cataloguing, preparing materials for circulation. Incumbents perform a wide range of duties associated with providing library services to the general public, and may be assigned to specialized areas as necessary.

DISTINGUISHING FEATURES:

This class is distinguished from the Library Assistant by the performance of more complex paraprofessional duties by the Technician. This class is distinguished from the Senior Technician by the by the performance of lead worker duties and oversight of a library function by the Senior Technician.

SUPERVISION EXERCISED:

Exercises no supervision. May provide guidance, training and assistance to other staff and/or volunteers.

EXAMPLES OF DUTIES: *Depending on the assignment, duties may include but are not limited to the following:*

- Check library materials in and out; answer basic reference questions, referring non-routine reference questions to Librarian; maintain library materials by assuring the proper shelving/placement; reserve books for patrons; and notify patrons regarding availability of requested materials and materials that are overdue; explains library policies and regulations; collects over due fines and other fees. Process and issues library cards; creates and updates patron records.
- Assist patrons in locating materials utilizing both traditional and on-line sources; advises and/or recommends titles when appropriate, demonstrate use of on-line catalog; trains patrons and students in library skills; assist patron's use of specialized library equipment.
- Pack and unpack boxes of books for delivery between branches and libraries (Sonoma/Lake/Mendocino Counties); sort and scan by destination, prepare hold slip for patron pickup. Locate and pull requested hold-list books.
- Assist in cataloguing and processing of new materials; assigns Dewey Decimal numbers and subject headings; inputs and edits records; provides original records as needed; prepares books for circulation.
- Miscellaneous problem solving, searching for lost books, memo writing, processing mail, order supplies, mend books and audio/video cases, place covers on books, maintain vertical information file, organize and update files, maintain and archive newspapers and/or magazines, shelve books, CDs, Videos etc.
- Participate the promotion of the library services through public relations, publicity, endorsement of library events, marketing, community awareness drives, fundraising and other activities
- Maintain statistical records of materials cataloged and stored.
- Count, balance and prepare money collected for deposit.
- Perform other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Computer(s)	Typewriter	Copy Machine	Micro-Film Reader/Printer
-------------	------------	--------------	---------------------------

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Associate's degree or equivalent from an accredited two-year college or technical school; and one to two years of progressively responsible related library experience; or, a combination of related education, training and experience that provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Modern principles and practices of library science, cataloguing systems, terminology, technology and management.
- Principles and practices of public relations and customer service.
- Standard reference materials, information sources and research techniques.
- Appropriate literature, both current and forthcoming in area of assignment.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Electronically based information systems related to library operations and services.

Skill in:

- Communicating orally in a courteous manner with internal staff, citizens, and other departmental staff.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.
- Typing from rough draft or printed text using a word processor or typewriter.
- Using tact, discretion, initiative and independent judgment within established guidelines.
- Record keeping, report preparation, filing methods and records management techniques.
- Operating and routine maintenance of general office machines.

Mental and Physical Abilities:

- Ability to provide assistance to the public.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to read and interpret documents such as operation and maintenance instructions, and procedure manuals.
- Ability to establish and maintain effective working relationships with others.
- Ability to draft and type correspondence.
- Ability to add, subtract, multiply and divide whole numbers, common fractions and decimals.
- While performing the essential functions of this job, the incumbent is regularly required to stand, sit, walk, use hands to finger, handle, or feel objects; reach with hands and arms; stoop, kneel, crouch, or crawl; lift and/or move up to 10 pounds; and speak and hear. While performing the essential functions of this job the employee is occasionally required to lift and/or move up to 25 pounds.

Working Conditions:

- Work is performed in an interior environment with some exposure to outdoor temperatures or dirt and dust. The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all-inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.