

**MENDOCINO COUNTY GOVERNMENT
CLASS SPECIFICATION**

CLASS TITLE: SENIOR LIBRARY TECHNICIAN
DEPARTMENT: LIBRARY
REPORTS TO: VARIES
CIVIL SERVICE: YES

CLASS CODE: 80857
FLSA STATUS: N
DATE: 06/06
BARGAINING UNIT: SEIU

JOB SUMMARY:

Under limited supervision, performs complex technical, specialized 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 public.

DISTINGUISHING FEATURES:

Incumbents in this class are typically assigned to oversee one or more functions of the library such as circulation, cataloguing, or inter-library loan program. This class is distinguished from the Library Technician by the lead worker duties and oversight of a library function by the Senior Technician. This class is distinguished from the Library Associate by the responsibility and oversight of a satellite branch of the library system by the Associate. This class is distinguished by the professional Librarian series by its lack of Master's Degree in Library Science and performance of professional librarian duties.

SUPERVISION EXERCISED:

Exercises no supervision. Serves as a lead worker, providing guidance, training and assistance to other staff.

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

- Oversee the circulation desk; coordinate, instruct and provide guidance to staff and volunteers, check library materials in and out; answer reference questions, referring non-routine reference questions to Librarian; 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.
- Catalogue and process new materials; assign Dewey Decimal numbers and subject headings; input and edit records; provide original cataloguing as needed; prepare materials for circulation; recommend purchase of books and materials; supervise and train staff in the use of computerized library system.
- Assist patrons in locating materials utilizing both traditional and on-line sources; advises and/or recommends titles when appropriate; answers questions and requests for information about library policies and services; oversee patron use of specialized library equipment; demonstrate use of on-line catalog; trains patrons and students in library skills.
- Coordinate and administer inter-library loan program. Process all Inter-library loan requests to borrow items from, or to loan items to other libraries by: receiving and researching requests; locating and/or requesting items; processing items received by creating temporary catalogue; notify patron and either prepare for shipping to appropriate branch for patron pickup; preparing items to loan, prepare item for return to original library. Process requests from other libraries to loan books. Keep statistics on incoming and outgoing loans. Attend meetings with other libraries to set policy & discuss upgrades and problems with inter-library loan systems; with Book Review committee; Technical Advisory Committee.
- Participate in the promotion of the library services through public relations, publicity, endorsement of library events, marketing, community awareness drives, fundraising and other activities.
- Performs 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, three years of progressively responsible related library experience; or, a combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

- Modern principles and practices of library science, cataloguing systems, terminology, technology and management.
- Standard reference materials, information sources and research techniques.
- Principles and practices of public relations.
- Electronically based information systems related to library operations and services.
- Correct English usage, including spelling, grammar, punctuation, and vocabulary.
- Community interests and needs.
- Record keeping, report preparation, filing methods and records management techniques.

Skill in:

- Using tact, discretion, initiative and independent judgment within established guidelines.
- Planning, organizing, assigning, directing and reviewing the work of staff.
- Using a computer terminal to accurately and rapidly enter and retrieve data and information.
- Organizing work, setting priorities, meeting critical deadlines, and following up on assignments.
- Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

- Ability to make decisions in accordance with library policies and procedures.
- Ability to provide effective service and communicate with patrons and staff.
- Ability to establish and maintain effective working relationships with others.
- Ability to provide routine reference assistance to the public.
- Ability to analyze problems and find solutions.
- Ability to read information from a computer and enter data into computer.
- While performing the essential functions of this job the employee is regularly required to stand, sit, use hands to finger, handle, or feel, 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.