

NON EXEMPT

CITY OF WILLOWS
LIBRARY TECHNICIAN

*Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position.*

DEFINITION:

Under supervision of the Library Director, the Library Technician is responsible for the maintenance of the catalog and collection, and the classification and cataloging of all newly purchased and donated materials to make them accessible to library patrons.

DISTINGUISHING CHARACTERISTICS:

The **Library Technician** is the experienced level class of library staff, fully competent to perform a wide range of circulation, public contact and library service support duties; and is distinguished in that the Technician performs technical library support services in a specialized area of Cataloging and Collection Maintenance. Incumbents exercise some independence of judgment in the application of library policies and performance of patron services and are expected to handle some technical reference or advisory service questions.

SUPERVISION RECEIVED/EXERCISED:

Receives supervision and direction from the Library Director.

ESSENTIAL FUNCTIONS: *(Include but are not limited to the following.)*

- Cataloging and Collection Maintenance: supervises the preparation of materials for addition to the library collection. Maintains library collection.
- Using current national and local standards, performs original and complex copy cataloging and classification of library materials in all formats, using appropriate documentation and resources. Performs database maintenance and ensures quality control of bibliographic records. Evaluates and withdraws obsolete materials from the database; makes recommendations for the replacement copies of worn/damaged materials.
- Maintains an inventory of office and book processing supplies; orders new items & replacements as needed.
- Recordkeeping: keeps monthly & annual reports of cataloging statistics.
- Performs general circulation desk duties and other duties as assigned.

PHYSICAL, MENTAL AND ENVIRONMENTAL WORKING CONDITIONS:

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

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Environment: Work is performed primarily in a standard office environment; incumbents may be required to work extended hours including evenings and weekends.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

QUALIFICATIONS: *(The following are minimal qualifications necessary for entry into the classification.)*

Education and/or Experience:

One year of library experience in copy and original cataloging preferred. High school degree or equivalent required, two years of college preferred or equivalent amount of education and related experience.

License/Certificate:

Possession of an appropriate, valid driver's license.

Applicant must have a DOJ fingerprinted clearance in accordance with the State of California.

KNOWLEDGE/ABILITIES/SKILLS: *(The following are a representative sample of the KAS's necessary to perform essential duties of the position.)*

Knowledge of:

- Computer programs and applications. Current and emerging standards, rules and best practices in cataloging and public libraries; library organizations and resources.

Ability to:

- Perform detailed, analytical work. Use/learn library software programs. Work independently and make decisions within established guidelines for the position.

Skill to:

- Operate an office computer and variety of word processing and software applications.

ACKNOWLEDGMENT:

I acknowledge that I have read the job description and requirements for the Library Technician position and I certify that I have the necessary education, knowledge, experience and physical requirements required to perform the essential functions of this position.

Applicant Signature

Date