

KERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN II

BASIC FUNCTION:

Under the direction of an assigned supervisor, perform a variety of technical library work including acquisition, processing and cataloging new printed and non-printed library materials, preparing bibliographies and processing interlibrary loans; oversee and participate in the activities of the circulation desk; plan, prioritize, assign and review the work of student assistants and assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Library Technician II performs a variety of technical duties in addition to planning, assigning and reviewing the work of student assistants and assigned staff. Incumbents are also assigned to perform more complex work related to acquisition and reference services. The Library Technician I performs a variety of technical duties such as processing and cataloging new printed and non-printed library materials, preparing bibliographies and processing interlibrary loans.

REPRESENTATIVE DUTIES:

Process print and non-print materials for introduction into the library materials collection, including cataloging, preparing acquisitions in the on-line card catalog, typing and verifying labels and pockets and affixing identification labels to materials. *E*

Oversee and participate in circulation activities; answer telephones and greet visitors; take and relay messages as appropriate; check in and prepare materials for return to the circulating collection. *E*

Prepare lists of overdue materials; contact patrons as needed concerning overdue materials; issue library cards; collect fines and clear accounts. *E*

Assist library patrons in the use of library and electronic reference sources; respond to patron requests for library materials, services and information; instruct and aid patrons, faculty and staff in the use of library materials and equipment. *E*

Review and maintain the library web site; assist in developing procedures and policies for remote access of library services through the web site; create and maintain password file; correspond with remote access users; verify status of remote access users. *E*

Plan, prioritize, assign and review the work of student assistants and assigned staff involved in the processing of library materials at the circulation desk; participate in the selection of new employees; provide training for new employees; prepare time cards for assigned staff. *E*

Participate in the acquisition of library books and online data bases; identify and recommend current and retrospective acquisition needs; survey faculty and patrons for desired library materials; research indices of books available in print for library acquisitions. *E*

Prepare purchase orders for new library materials; maintain and update computer listing of materials on order; receive and check orders for quantity and quality; communicate with vendors concerning orders. *E*

Prepare a variety of records and lists for the library including subject bibliographies, acquisition lists and circulations lists; assist in maintaining the card catalog including filing and pulling catalog cards for books being included or withdrawn. *E*

Participate in monitoring assigned library accounts; order and maintain levels of office supplies; disburse office supplies; collect, count and deliver library monies to the proper department. *E*

Coordinate public service activities; prioritize needs; evaluate, develop and maintain library procedures and practices; plan and develop procedural changes in public service, vertical file and reserve policies. *E*

Oversee the processing and maintenance of the newspaper and periodical collections for the library; maintain collections of back issues of newspapers and periodicals; prepare lists of missing or damaged materials; prepare subscription renewal list. *E*

Maintain database of materials; correct and update data; communicate with faculty regarding reserve materials and policies; process reserve requests. *E*

Search and verify interlibrary loan requests; prepare interlibrary loan activity records, reports and logs; contact patrons when materials arrive. *E*

Select, maintain and evaluate the vertical file collection; purchase pamphlet material and correspond with vendors. *E*

Operate a variety of equipment including a copier, microfilm reader, intercom system, television and library security system; assist in the maintenance of library equipment; schedule equipment repairs. *E*

Oversee and participate in the annual inventory of library periodicals and book collections; remove damaged library materials; mend and bind materials as needed. *E*

Monitor library patrons; confront and question patrons who activate the library security system.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Modern library methods, procedures, tools and technology.

Library classification system and cataloging techniques.

Procedures and methods of computerized databases.
Location of library materials.
Reference sources and supplies.
Operation of a variety of equipment, including an intercom system, library security system and a microfilm reader.
Principles and practices of supervision and training.
Operation of standard office equipment, including a computer and data entry techniques.
Record-keeping and report preparation techniques.
Inventory techniques.
Basic budgeting practices regarding monitoring and control.
Telephone techniques and etiquette.
Oral and written communication skills.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Interpersonal skills using tact patience and courtesy.
Basic math.

ABILITY TO:

Perform a variety of technical and clerical library work.
Use and explain library classification system and cataloging techniques.
Assist library patrons in the use of library and electronic reference sources.
Train and provide work direction to others.
Assign and review the work of others.
Plan and organize work.
Operate a computer terminal and enter data.
Complete work with many interruptions.
Maintain records and prepare reports.
Operate a variety of equipment including an intercom system, library security system and a microfilm reader.
Answer telephones and greet the public courteously.
Type at an acceptable rate of speed.
Compare numbers and detect errors efficiently.
Understand and follow oral and written instructions.
Communicate effectively both orally and in writing.
Establish and maintain effective working relationships with others.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: Associate degree with course work in library science, liberal arts, the humanities or a related field and two years of increasingly responsible clerical and technical library experience.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.

Constant interruptions.

PHYSICAL DEMANDS:

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent |
| 2. | Occasional = 25-50 percent | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations. |
| <u>4</u> | b. | Ability to stand for extended periods of time. |
| <u>4</u> | c. | Ability to sit for extended periods of time. |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter. |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels. |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist. |
| <u>2</u> | h. | Ability to lift <u>10</u> lbs. |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs. |
| <u>3</u> | j. | Ability to operate office equipment. |
| <u>2</u> | k. | Ability to reach in all directions. |

This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.