

**LIBRARY TECHNICIAN II**

**DEFINITION**

Performs a variety of advanced and specialized technical duties in the circulation, organization and management of library resources and materials. Position may require working evening and/or weekend shifts.

**DISTINGUISHING CHARACTERISTICS**

The Library Assistant is an entry level position. This position assists in routine library-related tasks under close supervision.

The Library Technician I performs a variety of technical duties which require a general knowledge of library principles, practices and procedures. This position requires previous library experience and knowledge of operating procedures, processes, policies, references, and online utilities used in the library. The Library Technician I is responsible for the efficient and effective completion of tasks.

The Library Technician II performs broader, more complex specialized and technical duties which require a comprehensive knowledge of library principles, practices, and procedures. The Library Technician II position requires the ability to apply functional area policies and procedures, follow precedent and identify problems and recommend solutions in meeting goals and objectives.

**SUPERVISION RECEIVED AND EXERCISED**

Moderate supervision is provided by a Library Manager. Direction may be provided by a Librarian. Higher level supervision is provided by the Associate Dean of Library and Learning Resources.

Functional supervision is exercised over student assistants. Assignment may include direction of lower level staff.

**EXAMPLES OF DUTIES**

Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.

Assist with the organization and operation of circulation and inventory activities and projects.

## **EXAMPLES OF DUTIES (continued)**

Identifies bibliographic records by control numbers, tags, and subfields for downloading from OCLC or other bibliographic utilities to online library catalog.

Catalogs new materials; searches and retrieves preliminary MARC – format records from OCLC or other bibliographic source; edits records; assigns classification numbers, verifies proper subject headings.

Updates records of holdings, title changes, and frequencies of periodicals, journals, and monographs and assigns barcodes.

Catalogs, processes, and maintains back files of library donations.

Compiles daily, monthly and yearly statistics of all categories of circulating items as well as in-house circulation, daily headcount.

Claims missing, lost and not-received periodicals, journals, and newspapers; designs computer-generated reports and publications describing library collections.

Monitors, maintains, and prepares reports on book and continuations budget funds via appropriate ledgers, VAX computer system, library system, and spreadsheet software.

Searches, monitors, and creates reports on all interlibrary loan transactions and maintains records of ILL activity for the California State Library.

Communicates computer system problems involving area of responsibility. Prepares requisitions for payment of vendors' invoices, maintains accurate records of materials purchased, and compiles monthly and annual reports of acquisition activities.

Composes letters, memos, and reports to vendors, libraries, faculty and staff regarding materials acquisitions and availability.

Maintains Library Instruction Program records, including student attendance and faculty participation.

Assists in the preparation and maintains inventory of instructional materials.

Plan and organize work flow in area of responsibility.

Train and provide work direction to assigned personnel.

Performs related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

Library terminology, standard library practices and techniques, and office recordkeeping and bookkeeping methods.

Computerized library systems and interpretation of manuals.

The Dewey Decimal Classification System.

Machine Readable Cataloging (MARC) fields and tags.

Anglo-American Cataloging Rules (AACR2).

Library of Congress Subject Headings.

Modern office practices.

Word processing, spreadsheets, and database utilization.

Desktop publishing and graphics applications software programs.

Computer operating systems such as DOS, OS/2, Windows.

Basic accounting and statistical principles.

Basic principles of supervision.

### **Ability to:**

Perform detailed and general library tasks accurately and rapidly.

Train, direct, evaluate and schedule student assistants.

Train and direct lower level staff.

Interpret, apply and explain rules, regulations and policies and exercise good judgment within established guidelines.

Answer directional questions and specific queries within area of responsibility.

Communicate clearly, concisely and effectively both orally and in writing.

Interact positively and diplomatically with faculty and students in a multi-ethnic environment.

## **QUALIFICATIONS (continued)**

Operate, troubleshoot, and instruct others in the use of standard office equipment, fax machines, modems and calculators.

Establish and maintain cooperative and effective working relationships with others

## **EMPLOYMENT STANDARDS**

### **Minimum requirements:**

Any combination equivalent to: a related Associate degree and four years of library para-professional experience.

Demonstrated ability to keyboard at 35 WPM.

Ability to work in an environment which requires lifting up to 30 pounds, bending, stooping, and pushing.

### **Desirable requirements:**

BA or BS degree.