

Library Technician

Position Classification: Full Time
Exempt/Non-Exempt: Non-Exempt
Reports To: Library Director
Pay Scale: \$17.58 - \$21.37

General Position Summary:

The Library Technician role supports and assists the Library Director in providing library services to the community. The Library Technician enters holding records in the catalog, oversees interlibrary loans, assists with programming for all ages, processes library materials and performs circulation and reference duties.

Essential Functions/Major Responsibilities:

- Follows all library practices and procedures as outlined in library policy and procedures and is able to explain them to patrons and volunteers clearly and effectively.
- Perform circulation and/or registration duties including but not limited to cash handling, checking materials in and out, issuing library cards, and shelving.
- Process incoming and outgoing interlibrary loans; oversee the interlibrary loan process.
- Assist patrons in the use of computers, photocopier, and other equipment as necessary.
- Answer the phone, respond to inquiries, and make referrals as appropriate.
- Under the guidance of the Library Director provide basic reference service by providing information, interlibrary loans, and/or facilitating informational requests concerning other sources of materials.
- Develop considerable knowledge about library technical services.
- Performs frequent copy cataloging and regular importing of bibliographic records of library materials.
- Assists with policies and procedures
- Assist with planning, implementing, and evaluating the county-wide Summer Reading Program for all ages using the statewide collaborative theme and materials.
- Assist with planning, implementing, and evaluating a variety of programs for children, young adults and adults.
- Assist with light janitorial duties
- Assist with complex data entry tasks related to library catalog
- As in most jobs, the responsibilities of the Library Technician may not necessarily include all of the essential functions that may be assigned to this position based on the continuing needs of the organization.

Secondary Functions:

- Works on special projects upon request.
- All other duties as assigned.

Supervisory Responsibility:

- None

Interpersonal Contacts:

- The Technical Services Library Assistant has regular interaction, on phone, via computer email and in person, with those both inside and outside of the organization to exchange ideas and to provide and gather information and assist members in answering all questions/issues with completeness and accuracy.
- Will have extensive interaction with patrons and their children

Specific Job Knowledge, Skill, and Ability:

Knowledge of

- Library systems and cataloging standards, such as MARC, RDA, AACR2, and Dewey Decimal or Library of Congress Classification systems.
- Integrated Library Systems (ILS) or Library Management Systems (LMS), e.g., Evergreen, Alma, Sierra, Koha, etc.
- Library acquisitions processes including ordering, receiving, and invoicing materials.
- Library material processing, such as labeling, barcoding, and covering books or media.
- Familiarity with electronic resources and digital content management.
- Library programming for all ages.
- Interlibrary loan processes
- Basic knowledge of copyright and licensing in library settings.

Skills

- Strong data entry and database management skills.
- Attention to detail and accuracy, especially for cataloging and processing materials.
- Proficiency in library software and Microsoft Office, Excel, Publisher and Canva
- Time management and organization skills to handle multiple tasks and priorities.
- Strong written and verbal communication skills for documentation and communication with patrons or staff.
- Problem-solving skills, particularly in resolving technical or workflow issues.

Abilities

- Ability to work independently and follow established procedures with minimal supervision.
- Ability to work collaboratively with librarians, staff, and patrons.
- Ability to lift, move, and shelve materials.

- Ability to adapt to new technologies and learn library systems quickly.
- Ability to maintain confidentiality and handle sensitive information appropriately.

Education, Experience, and Certification/Licensure:

Required

- High school diploma or equivalent
OR
- An equivalent combination of education, training, and experience sufficient to successfully perform the essential duties of the job.

Desired

- Bachelors degree in related field

Job Conditions:

- This position operates in a professional library environment.
- Standard work schedule is during regular library business hours including some evenings and weekends, with little variance without advance notice.
- This position is in the office and not approved to work remotely.
- The work environment is generally indoors with virtually no hazards or obstacles; short local travel on an infrequent basis to pick up supplies may occur.
- Routinely uses standard office equipment, especially computers.
- In performance of the duties of this job, the employee is occasionally required to stand; walk; sit; use hands and fingers, drive a vehicle, handle, or feel objects, tools, or controls; reach with hands and arms; climb stairs; talk or hear.
- The employee must occasionally lift or move office products and supplies, up to 30 pounds.

Appointees will be subject to completion of a standard probationary period.

The essential physical abilities described here are representative of those an employee may encounter while performing the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions. The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed as an exhaustive list of all responsibilities, duties and/or skill required of all personnel so classified. This job description is not an employment agreement and/or an expressed or implied employment contract. Management has the exclusive right to alter this job description at any time without notice.

This is an accurate description of the essential functions of my position.

Employee Signature

Date

(The signature of the employee indicates this document has been read and is understood.)

Supervisory Approval

Date

(The signature of the Supervisor confirms the assignment of work to the employee.)