May 2021
FLSA: Non-Exempt

LIBRARY TECHNICIAN

DEFINITION

Under general supervision, performs a variety of technical and administrative duties in support of the District's library collection and technical services; orders, receives, catalogs, and processes new materials for the District; prepares materials received for placement in the library collection; processes and reconciles invoices for payment; monitors library materials expenditures; organizes, mends, and repairs books and materials; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned supervisory or management personnel. Exercises no direct supervision over staff.

CLASS CHARACTERISTICS

This journey level classification is responsible for independently performing technical and administrative duties related to acquisitions in support of the Library District and staff. Positions at this level exercise judgment and initiative in their assigned tasks, receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit.

EXAMPLES OF TYPICAL JOB FUNCTIONS (Illustrative Only)

Management reserves the right to add, modify, change, or rescind the work assignments of different positions and to make reasonable accommodations so qualified employees can perform the essential functions of the job.

- Orders, receives, catalogs, and processes new books, DVD's, audiobooks, magazines, and other materials for the District's collection; researches and selects available books and materials for inclusion in the District's collection in a variety of formats through vendors and catalogs; consults with librarians regarding provisional bibliographic records, call number questions, back orders, and order cancellations.
- Receives and processes materials ordered from vendors; verifies materials received against packing slips to check for damage, shortages, and processing errors; maintains records of materials received; contacts vendors to address any errors; returns damaged materials; performs monthly audits on received and cancelled items.
- Organizes and catalogs new materials received; creates bibliographic records; adds information such as edition and subject headings to incomplete bibliographic records; uploads and modifies records for materials received into the Integrated Library System (ILS); selects and exports data from online catalog system into ILS; ensures catalog remains current and accurate for patrons and staff to locate items easily; creates item records, assigns classification numbers, and prints spine labels; edits or replaces bibliographic records as needed; affixes strips, stickers, bar codes, and tags on materials received; processes and removes labels; prepares materials received for placement in the library collection.
- Processes invoices for shipments received; queries invoice data; assigns fund and account numbers and secures approval of invoices for payment; forwards payments to finance staff; closes out each invoice processed; monitors expenditures.

- Repairs and mends books and other materials as needed; glues spines, tapes ripped pages, rewraps laminate on books, and prepares covers for materials; replaces damaged or unsightly DVD/ CD/Audiobook cases; produces new spine labels to replace incorrect or faded labels.
- Participates in the monthly and year end closing processes; reconciles and processes invoices within the ILS, ensures appropriate fund allocations and charges; balances funds and forwards processed invoices to Finance for vendor payment.
- Receives, processes, withdraws, and returns leased books in accordance with lease agreements; tracks and monitors leased items received from and returned to vendors.
- Oversees periodical desk; provides work direction and serves as a first point of contact to lower-level staff assigned to the periodical desk.
- Monitors and orders office and other related supplies for Technical Services; monitors and maintains inventory of supplies and ensures spending remains within budget.
- Periodically assists with collection weeding and discarding.
- Observes and complies with District and mandated safety rules, regulations, and protocols.
- Performs other duties as assigned.

QUALIFICATIONS

Knowledge of:

- Best practices in library services.
- Library terminology, procedures, policies, and techniques.
- The Dewey Decimal classification system.
- Cataloging and classification systems, practices, and related software applications.
- Library of Congress subject headings.
- Materials ordering using Electronic Data Interchange (EDI) methods and related systems.
- Various vendors available for procurement of library materials.
- Terminology and practices of accounts payable processing and record-keeping.
- Machine Readable Cataloging (MARC) fields and tags.
- Recordkeeping, filing, purchasing, accounting, and budgeting practices and procedures.
- Basic arithmetic.
- District and mandated safety rules, regulations, and protocols.
- Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and staff.
- The structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar.
- Modern equipment and communication tools used for business functions and program, project, and task coordination, including computers and software programs relevant to work performed.

Ability to:

- Order, receive, catalog, and process requests for books and materials.
- Detect and correct errors in library cataloging functions.
- Repair and mend books and other materials.
- Read and create MARC records.
- Follow detailed oral and written instructions.
- Learn new protocols, policies, and tasks.
- Learn and stay current with emerging technology.

- Demonstrate effective time management and organization skills and pay attention to detail.
- Allocate budget resources in a cost-effective manner.
- Make accurate mathematical and financial computations.
- Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
- Use tact, initiative, prudence, and independent judgment within general policy and procedural guidelines.
- Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
- Effectively use computer systems, software applications relevant to work performed, and modern business equipment to perform a variety of work tasks.
- Communicate clearly and concisely, both orally and in writing, using appropriate English grammar and syntax.
- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:
Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education:
- Equivalent to completion of the twelfth (12^{th}) grade.

Experience:
- Three (3) years of responsible clerical or paraprofessional support experience in a public library including experience in cataloging, acquisitions, technical services, or a related field.

Licenses and Certifications:

- None.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This is primarily a sedentary office classification although standing in work areas and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 50 pounds, or heavier weights with the use of proper equipment and/or assistance from other staff.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

SPECIAL CONDITIONS

Public Employees Disaster Service Worker. In accordance with Government Code Section 3100, California public employees may be called upon to perform assigned disaster service worker duties in the event of an emergency or a disaster.