

Job Description: LIBRARY TECHNICIAN

CLASS NO. 1508

EEOC CATEGORY: Office and Clerical

PAY GROUP: 11

FLSA: Nonexempt

SUMMARY OF POSITION

Performs daily operational tasks of a library. This position differs from Assistant Branch Librarian in that responsibility for the facility would never be left to the Library Technician for a 4-hour period or less.

ORGANIZATIONAL RELATIONSHIPS

1. Reports to: Branch Librarian
2. Directs: May oversee tasks assigned by Branch Librarian to pages, temporary and summer help, or volunteers. This position is classed as non-supervisory.
3. Other: Extensive interaction with library patrons.

EXAMPLES OF WORK

Essential Duties*

Provides basic reference service to library patrons, using materials in the reference collection, the circulating collections in the system, materials available through interlibrary loan from the Houston Area Library System, and electronic resources available on the library's computer system.

Provides readers' advisory services.

Provides library public services: Charges and discharges library materials; processes new library card applications; prepares overdue notices; and makes calls to delinquent patrons. Maintains library collection on shelves in good order.

Provides instruction on the use of equipment to the public, including personal computers, CD-ROM materials, video projectors and players, data, slide, film, and filmstrip projectors, overhead projectors, microfilm and microfiche readers and reader-printers, photocopying equipment, fax machines, and typewriters.

Assists in preparation of statistical reports for library.

Processes materials for collection, such as magazines or paperbacks; completes branch-specific processing of materials arriving from Technical Services Unit.

Alphabetizes and files as needed; maintains library vertical files or other special collections as needed.

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
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CLASS NO. 1508 (Continued)

Attends library-related continuing education seminars, in-service workshops, and library conferences as determined by the County Librarian.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: This is an entry-level position. An acquaintance with libraries, such as familiarity with the Dewey Decimal System, would be an asset. Knowledge of a second language would be considered a valuable asset.

Skill/Ability to: Ability to interact well with all library patrons, particularly with children and young adults; demonstrate a proficiency in oral communication skills; aptitude for alphabetizing and filing. Ability to operate and demonstrate specialized and general office equipment, especially personal computers is very valuable.

Physical considerations: This job is classified as light duty, however, at least 50% of the job involves extensive physical movement throughout the branch to assist patrons, to lift and move books, standing, walking, answering phones, etc.

ACCEPTABLE TRAINING AND EXPERIENCE

High school graduation or its equivalent is requested. This position usually begins as part time. If the holder is a full time employee, the person will be made aware of the Texas State Library sponsored certification program, and will be strongly urged to pursue certification as a part of ongoing training and education within the field.