

CITY OF ARCADIA

LIBRARY TECHNICIAN I LIBRARY TECHNICIAN II

DEFINITION

Under immediate supervision (Library Technician I) or general supervision (Library Technician II) to perform a variety of clerical and technical work in support of the various library services and functions; assists in planning; and to provide general assistance to patrons.

DISTINGUISHING CHARACTERISTICS

Library Technician I--This is the advanced skill level in the Library Technician class series. Positions at this level are distinguished from the Library Assistant level by performing most of the duties required of the positions at the Library Technician II level, but are not expected to function at the same skill level and usually exercise less independent discretion and judgment in matters related to work procedures and methods. Initially under closer supervision, incumbents learn to perform functions within established policies and procedures. As experience is gained, there is greater independence of action within established policies and procedures. Incumbents may assist in the training of less experienced staff and/or volunteers. Positions in this class are flexibly staffed and may be filled by advancement from the Library Assistant level with at least two years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

Library Technician II--This is the full journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician I level by the performance of the full range of duties as assigned, working independently and exercising judgment and initiative. Positions at this level 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. Positions in this class are flexibly staffed and may be filled by advancement from the Library Technician I level with three years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

SUPERVISION EXERCISED

Library Technician I

Exercises no supervision.

Library Technician II

May exercise technical and functional supervision over less experienced staff or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on the assignment duties may include, but are not limited to:

Staff any public service desk; assist the public in making the most effective use of the library including answering directional and basic informational questions; explain and demonstrate library policies, procedures and facilities to patrons.

Provides basic technical support to patrons in the operation of computers and other equipment.

Operate the circulation desk; register patrons for library cards; check materials in and out; retrieve and check-in library materials from exterior drop boxes; maintain statistics of library activity.

Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, and accompanying paperwork, and requested materials from other libraries.

Process new books, magazines, paperbacks, and other materials; add new materials to the current computer database; print labels for spines.

Delete old, outdated, or damaged material from collection.

Prepare displays.

Assist patrons in locating materials in the library and placing reserves on materials.

Prepare books for repair or shipment for bindery.

Assist in designing, planning, and presenting a variety of age-appropriate specialty programs including literature presentations, storytimes, crafts, games, contests, and other activities.

Design and create flyers, posters, and a wide variety of program support materials.

Perform a variety of library clerical duties; type, sort, duplicate, and file cards and other materials; create and maintain a variety of records and reports.

Operate a variety of office machines including computers, typewriters, cash registers and copiers.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Library Technician I

Knowledge of:

Library rules, procedures and practices.

Basic filing procedures.

Basic mathematical principles.

English usage, spelling, grammar and punctuation.

Skill to:

Operate modern office equipment including computer.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Learn library services, procedures and functions.

Learn Dewey Decimal system.

Perform routine clerical library work with speed and accuracy.

Provide general assistance to patrons.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

At least two years experience performing advanced clerical and technical duties in a library.

Training:

College level coursework in Library Science or a related field.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Library Technician II

In addition to the qualifications for Library Technician I:

Knowledge of:

Library services, procedures and functions.

Dewey Decimal system.

Ability to:

Interpret and explain library policies and procedures.

Accurately determine the nature of patron needs and requests.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Three years of library experience at a Library Technician I level or equivalent position.

Training:

Graduation from an accredited two-year college with an Associate of Arts degree including six units of Library Science.

Special Requirements:

Essential duties require the following physical abilities and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

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