

Position: Library Technician I (Circulation/Media)	Position Number:
Department/Site: Library	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range 20

- x Perform basic maintenance on library equipment, restock paper in printers and copy machines.
- x Prepare basic instructional handouts and users' guides to assist students.
- x Perform work related to reserve and media, periodicals, and physical processing of library materials; assist in updating and maintaining appropriate records.
- x Process interlibrary loan requests; compile interlibrary loan statistics and prepare reports for various agencies as needed.
- x Receive and process serials; follow up on missing subscription problems and perform other tasks related to serials control maintenance of database.
- x Assist in the training and direction of student assistants.
- x Compile and prepare statistical, analytical and planning reports; maintain manual of procedures.
- x Participate in the inventory, withdrawal, and deletion of library materials according to established procedures.
- x Manage access to library computers through college's user access control software.
- x Assist librarians in providing library tours and orientations.
- x Perform a variety of clerical support duties for library operations; answer telephones, open and route incoming mail and deliver mail; produce signs, handouts, labels and notices; file materials; maintain inventory of supplies.
- x Support the mission and goals articulated in library planning and processes; participate in the development of library service area outcomes.
- x Open and close library facilities; assure safe and secure library at closing time.
- x Perform basic mending and repair of library materials.
- x Represent the library on assigned committees; attend workshops as assigned.
- x Perform related duties as assigned.

#### KNOWLEDGE, SKILLS, AND ABILITIES:

##### KNOWLEDGE OF:

- x General library methods, procedures, terminology, and equipment
  - x Modern office procedures and practices including filing systems, reception and
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- x Utilize and apply the technology of wordprocessing, data base, and spreadsheet applications
- x Learn and use basic bibliographic utilities
- x Use the Library of Congress Classification shelving system
- x Assist patrons with library services
- x Organize and maintain a variety of records including inventory
- x Understand and follow oral and written directions
- x Establish and maintain cooperative and effective working relationships with others
- x Communicate effectively in English both orally and in writing
- x Make group presentations
- x Plan and organize work
- x Meet schedules and timelines
- x Prepare a variety of reports
- x Learn library and district organization, operations, and policies
- x Understand and be sensitive to those of cu