

Position: Library Technician II	Position Number:
Department/Site: Library	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 22

DESCRIPTION:

Under the direction of the Dean of Academic Affairs or other administrator in assigned area, the Library Technician II performs a variety of complex, specialized technical duties including Library acquisitions, bibliographic and data maintenance, assists with accounting functions, provides assistance to library patrons, and performs one or more duties of a Library Technician I including circulation and media support.

- x Ensure complete and accurate information on purchase requisitions; review orders for compliance with established regulations and procedures; maintain a current and shared database of all library materials and equipment purchased and provide library faculty with appropriate reports as required.
- x Perform one or more specialized library functions in Public Services or Technical Services, including but not limited to billing, reserves, copy cataloging, serials management, materials preservation, database maintenance, processing, and withdrawing materials.
- x Act as a liaison to the college Business Office.
- x Assist in the training and direction of student assistants.
- x Explain library policies and pro

- x Assist patrons with library services
- x Process, maintain, and organize a variety of records efficiently and accurately
- 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 Provide work direction to student workers; make group presentations
- x Understand and be sensitive to those of culturally, socioeconomically, and linguistically diverse backgrounds; work with a diverse population
- x Work both independently and function effectively within a team setting while demonstrating leadership qualities
- x Effectively organize and prioritize work and meet schedules and timelines
- x Exercise reasonable judgment in unusual circumstances

EDUCATION AND EXPERIENCE:

- x Any combination of education equivalent to a high school diploma
- x Combination of training, education, and experience equivalent to two (2) years of post-secondary education in library science or a related field
- x Two years of experience working in a library or similar setting

LICENSES AND OTHER REQUIREMENTS:

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Library/office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting and standing for extended periods of time; bending at the waist, kneeling or crouching and reaching overhead, above the shoulders, and horizontally to retrieve materials; lift moderately heavy objects.