



Position: Library Technician III	Position Number:
Department/Site: Library	FLSA: Non-Exempt – (Classified CSEA)
Reports to: Director, dean, or other administrator in assigned area	Salary Range: 31

DESCRIPTION:

Under the general direction of the Dean of Academic Affairs or other administrator in assigned area, the Library Technician III performs specialized technical and administrative work in support of library programs and services; coordinates the operation of the cataloging services; provides and facilitates organization and access to the library’s information resources through creation and revision of bibliographic records; collaborates in the management of the integrated library system (ILS); provides guidance and direction in various library operations and functions, including circulation, acquisitions, and media services; trains and provides work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Library Technician III is the highest level position in this library technician series of positions. The Library Technician III is distinguished from the Library Technician II by the level of independence, complex coordination, and problem solving required. This classification has a significant role in assisting in the development and oversight of budgets, program outcomes, and library-related functions. The Library Technician III serves as a lead worker to other classified staff in the area. The incumbent also may be required to perform any of the duties contained in lower levels of this series.

REPRESENTATIVE DUTIES:

- Organize print and non-print resources; prepare and ensure that recorded information is accessible through the integrated library system (ILS); catalogs and classifies library materials in a variety of formats.
- Plan, coordinate, and review the operation of technical services and cataloging in collaboration with the technical services librarian; set goals, objectives, and priorities, establish and implement policies and procedures; organize, assign, direct, and review the work of staff; train and provides work direction to staff in various phases of cataloging and classifying materials and related technical services procedures.
- Create, edit, revise, and resolve catalog record issues to ensure the integrity of MARC records, authority records, and links; maintain high standards, quality control, and accuracy of information related to the library’s holdings.

- Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
- Utilize and apply the technology of word processing, database, and spreadsheet applications
- Catalog and classify materials in various formats
- Create, revise, and maintain bibliographic records in a library integrated system
- Use the Library of Congress Classification system
- Assist patrons with library services
- Organize and maintain a variety of records, reports, and filing systems
- Understand, interpret, explain, and implement complex rules, procedures, and policies
- Understand and follow oral and written instructions
- Establish and maintain cooperative and effective working relationships with others
- Communicate effectively in English both orally and in writing
- Make group presentations and present oral reports
- Prepare and analyze financial and statistical reports
- Learn library and district organization, operations, and policies