



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

BASIC FUNCTION:

Under general supervision of the Dean of Academic Affairs, perform a variety of complex technical duties associated with library paraprofessional work. Receive direction from the library faculty within a broad framework of policies and procedures. Primarily responsible for acquisition and purchasing and distribution of library materials, supplies and equipment. Perform acquisition and related bibliographic and database maintenance work, purchasing and accounting using the specialized library and campus business software. Track budget and expenditures. Provide assistance to faculty, staff and students in the use of the library resources. Arrange for the repair and maintenance of library equipment; monitor a variety of budgets. Perform one or more of the Library technician’s duties including circulation and technical services as required.

REPRESENTATIVE DUTIES:

- Perform acquisition function through use of specific library and campus database and business software including the library integrated online system; set up and maintain the automated acquisition module, business related accounts and reports to assure accurate and up to date records.
- Work with library faculty in support of library services to

compliance of established regulations. Maintain a database of all library materials and generate reports with appropriate list and reports as required.

- Perform one or more specialized library functions in Public Services or Technical Services such as, billing, reserves, copy cataloging, serials management, materials preservation, database maintenance, processing, and withdrawing materials, etc.
- Act as a liaison to the College business office.
- Assist in the training and direction of student workers.
- Explain library policies and procedures to students, staff, and faculty.
- Keep library procedures manual and student training materials up to date.
- Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Standard library routines, procedures and services;
- Principles and methods of ordering books, supplies and equipment;
- Accounting procedures and practices;
- Library cataloging and classification systems;
- Standard software programs for word processing, spreadsheets, and database management;
- Modern office practices and procedures;
- Correct English usage, grammar, spelling, punctuation and vocabulary;
- Reference sources, books and authors;
- The use and application of computerized library bibliographic records;
- Techniques for dealing with individuals from diverse academic, ethnic, socio-economic and cultural backgrounds;

ABILITY TO:

- Perform library, technical and public service work effectively;
- Type accurately;
- Operate standard office equipment;
- Maintain accurate records, reports and filing systems;
- Process detailed paperwork in strict accordance with specific procedures and policies;
- Learn new college library and business software programs as implemented;
- Learn to analyze automated bibliographic records according to standards;
- Interpret and apply library procedures and rules;
- Use initiative and sound judgment within established procedural guidelines;
- Provide work instruction and oversight to student workers;
- Organize and prioritize work activities;
- Communicate effectively both orally and in writing;
- Understand and follow oral and written directions;

- Establish and maintain effective working relationships with other employees, departments, students, and the general public.

EDUCATION AND EXPERIENCE

Any combination equivalent to: Associate degree in library science or related field, and three years library experience.

WORKING CONDITIONS:**ENVIRONMENT:**

Library environment.

Constant interruptions.

PHYSICAL DEMANDS:

Reaching overhead, above the shoulders and horizontally.

Lifting moderately heavy objects.

Dexterity of hands and fingers to operate a computer keyboard.

Sitting or standing for extended periods of time.

Bending at the waist, kneeling or crouching to retrieve materials.