

CITY OF IRWINDALE

LIBRARY TECHNICIAN

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under general supervision, performs a variety of technical and clerical support duties; assists with acquisition, preparation, and organization within the library; administers library programs and provides lead guidance to lower level staff; performs related duties as assigned.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Participates in the acquisition and maintenance of the library's adult, teen, and juvenile print collections; researches and selects materials, staying within given budget.
2. Participates in the coordination and presentation of literary and reading programs for children, teens, and adults; researches new programs, works within budgets, and purchases materials.
3. Provides lead direction to lower level staff; explains catalog and processing procedures, delegates projects, and answers questions regarding library policies and procedures.
4. Receives, catalogs, and processes incoming library materials; as needed prepares materials for cataloging and processing by staff.
5. Assists, provides information, and responds to questions and concerns from the general public, departmental staff, and other agencies; responds to requests for information and assistance regarding City policies and application procedures; assists the public and other City staff in interpreting and applying City policies and procedures; researches information related to City and departmental policies and procedures.
6. Assumes responsibility for the library cash drawer; balances the register, inputs daily transaction totals into the City's accounting software, and submits cash receipts to finance staff.
7. Maintains library records including reference statistics, attendees at special events, and the number of daily patrons.
8. As needed, operates circulation desk and provides technical assistance to patrons in the use of desktops, laptops, tablets, and e-readers.
9. Performs related duties as required.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

Standard library operating procedures.

Library loan systems and organizational systems.

Library services and programs.

Principles and practices of collections acquisition, circulation, cataloguing, and related functions.

CITY OF IRWINDALE

Library Technician (*Continued*)

Basic math.

Library resources relevant to different reading levels.

Principles and practices of customer service.

Principles and practices of lead supervision.

Methods and techniques of record keeping.

Modern office procedures and equipment including computers and applicable software applications.

Ability to:

Provide reference and reader advisory services.

Track and order books for assigned accounts.

Organize, sort, and shelve library materials.

Organize and prioritize tasks.

Understand and follow instructions.

Assist in the coordination of library programs and activities.

Operate modern office equipment including computers and applicable software applications.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

Education/Training:

Equivalent to completion of the twelfth grade. An Associate's degree, paraprofessional Library Studies Certification, or coursework in library science is desirable.

Experience:

Three years of experience working in a public library.

License or Certificate:

Possession of an appropriate, valid driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform these essential job functions.

Environment: Work is performed primarily in a standard office setting; incumbents may be required to work extended hours including evenings.

Physical: Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction.

Hearing: Hear in the normal audio range with or without correction.

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Ralph Andersen & Associates