

## KERN COMMUNITY COLLEGE DISTRICT

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### **CLASS TITLE: LIBRARY TECHNICIAN I**

#### **BASIC FUNCTION:**

Under the direction of an assigned supervisor, perform a variety of technical library work including processing and cataloging new printed and non-printed library materials, preparing bibliographies and processing interlibrary loans; assist library patrons in the use of library and electronic reference sources.

#### **DISTINGUISHING CHARACTERISTICS:**

The Library Technician I performs a variety of technical duties such as processing and cataloging new printed and non-printed library materials, preparing bibliographies and processing interlibrary loans. The Library Technician II performs a variety of technical duties in addition to planning, assigning and reviewing the work of student assistants and assigned staff. Incumbents are also assigned to perform more complex work related to acquisition and reference services.

#### **REPRESENTATIVE DUTIES:**

Process print and non-print materials for introduction into the library materials collection, including cataloging, preparing acquisitions in the on-line card catalog, typing and verifying labels and pockets and affixing identification labels to materials. *E*

Assist library patrons in the use of library and electronic reference sources; review and assist in the maintenance of the library web site; respond to patron requests for library materials, services and information; instruct and aid patrons. *E*

Oversee and participate in circulation activities; check in and prepare materials for return to the circulating collection; register new patrons and new library cards for existing patrons; send overdue notices; collect fines and clear accounts; record statistics of library usage. *E*

Evaluate and maintain library materials; pull and route materials in need of mending, binding or discarding; assess need for replacement or repair; mend and bind materials as needed. *E*

Prepare a variety of records and lists for the library including subject bibliographies, acquisition lists and circulations lists; assist in maintaining the card catalog including filing and pulling catalog cards for books being included or withdrawn. *E*

Coordinate public service activities; prioritize needs; evaluate, develop and maintain circulation procedures and practices; plan and develop procedural changes in public service, vertical file and reserve policies. *E*

Plan, prioritize, assign, oversee and review the work of student assistants and assigned staff involved in the processing of library materials at the circulation desk and in the binding of materials; assist

in the training of student assistants and assigned staff. *E*

Participate in maintaining database of materials; correct and update data; communicate with faculty regarding reserve materials and policies. *E*

Search and verify interlibrary loan requests; prepare interlibrary loan activity records, reports and logs; contact patrons when materials arrive. *E*

Select, maintain and evaluate the vertical file collection; purchase pamphlet material and correspond with vendors. *E*

Identify and recommend current and retrospective acquisition needs; research indices of books available in print for library acquisitions. *E*

Prepare purchase orders for new library materials; maintain and update computer listing of materials on order; trade materials from initial order to receipt of materials. *E*

Maintain inventory of office supplies; requisition office supplies as needed.

Participate in the annual inventory of library periodicals and book collections.

Perform related duties as assigned.

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Modern library methods, procedures, tools and technology.

Library classification systems and cataloging techniques.

Procedures and methods of computerized databases.

Location of library materials.

Reference sources and supplies.

Operation of a variety of equipment, including an intercom system, library security system and a microfilm reader.

Methods of training and providing work direction to others.

Operation of standard office equipment, including a computer and data entry techniques.

Record-keeping and report preparation techniques.

Basic inventory techniques.

Telephone techniques and etiquette.

Oral and written communication skills.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Interpersonal skills using tact, patience and courtesy.

Basic math.

#### **ABILITY TO:**

Perform a variety of technical and clerical library work.

Use and explain library classification system and cataloging techniques.  
 Assist library patrons in the use of library and electronic reference sources.  
 Train and provide work direction to others.  
 Plan and organize work.  
 Operate a computer terminal and enter data.  
 Answer telephones and greet the public courteously.  
 Complete work with many interruptions.  
 Maintain records and prepare reports.  
 Operate a variety of equipment including an intercom system, library security systems and a microfilm reader.  
 Make routine math calculations.  
 Understand and follow oral and written instructions.  
 Communicate effectively both orally and in writing.  
 Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: Associate degree with course work in library science, liberal arts, the humanities or a related field and one year of increasingly responsible clerical and technical library experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment.  
 Constant interruptions.

**PHYSICAL DEMANDS:**

Incorporated within one or more of the previously mentioned essential functions of this job description are essential physical requirements. The chart below indicates the percentage of time spent on each of the following essential physical requirements.

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|----|-------------------------------|----|--------------------------------------|
| 1. | Seldom = Less than 25 percent | 3. | Often = 51-75 percent                |
| 2. | Occasional = 25-50 percent    | 4. | Very Frequent = 76 percent and above |
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| <u>4</u> | a. | Ability to work at a desk, conference table or in meetings of various configurations.      |
| <u>4</u> | b. | Ability to stand for extended periods of time.   |
| <u>4</u> | c. | Ability to sit for extended periods of time.   |
| <u>4</u> | d. | Ability to see for purposes of reading printed matter.                                     |
| <u>4</u> | e. | Ability to hear and understand speech at normal levels.                                    |
| <u>4</u> | f. | Ability to communicate so others will be able to clearly understand a normal conversation. |
| <u>2</u> | g. | Ability to bend and twist.   |
| <u>2</u> | h. | Ability to lift <u>10</u> lbs.   |
| <u>2</u> | i. | Ability to carry <u>10</u> lbs.  |

- 3 j. Ability to operate office equipment.
- 2 k. Ability to reach in all directions.

*This job description is intended to describe the general nature and level of work being performed. It is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of individuals so classified.*