

CLASS TITLE:**LIBRARY TECHNICIAN**

Class Code: 02816100

Pay Grade: 12A

EO: E

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: To be responsible for assisting in the work of the library of a state department, school, or institution providing educational, reference, readers' advisory, and other suitable library services or to perform the duties necessary to the proper operation of a small library at a state institution providing recreational library services to patients or inmates; and to do related work as required.

SUPERVISION RECEIVED: Works under the general supervision of a superior with latitude for the exercise of independent judgement within the established procedures and policies of the library; work is subject to review upon completion for adequacy of performance to policies, procedures, and regulations.

SUPERVISION EXERCISED: May supervise clerical personnel assigned to assist.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

To be responsible for assisting in the work of the library of a state department, school, or institution providing educational, reference, readers' advisory, and other suitable library services.

To perform the duties necessary to the proper operation of a small library at a state institution providing recreational library services to patients or inmates.

To be responsible for the mechanical preparation and physical upkeep of library materials.

To perform circulation work such as registering borrowers, charging in an out library materials, collecting fines, explaining lending rules, and re-shelving books.

To perform acquisitions work such as ordering publications, preparation of book lists, and preparation of routine correspondence.

To perform cataloging work such as making additions to serials shelf list and catalogue records, temporary or limited cataloging, and processing added copies of new editions.

To assist in providing patrons with library research and database searching utilizing numerous CD ROM indexing and abstracting services including the Internet and the World Wide Web (WWW).

To assist readers in the use of such equipment as talking books, records, and projectors of various kinds.

To distribute books and other library materials to persons unable to come to the library due to physical or mental disabilities.

To provide information and assistance, where possible, to persons using the library.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGES, SKILLS AND CAPACITIES: A familiarity with library terminology, organization, services, facilities, techniques, and procedures; a familiarity with computer applications and utilization of the Internet and Word Wide Web (WWW); the ability to assist in the operation of a large library or to direct the operations of a small recreational library; the ability to perform duties in the areas of preparation and maintenance of library materials, circulation, acquisition, cataloging, audio-visual equipment, distribution, and reference; the ability to perform necessary clerical functions and related library services including filing, handling correspondence, answering inquiries, performing simple typing operations and maintaining simple records; the ability to establish and maintain an effective working relationship with superiors and library patrons; and related capacities and abilities.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: graduation from a senior high school and successful completion of courses in library science at an institution of higher education; and

Experience: Such as may have been gained through: employment in a governmental, educational, or circulating library which involved the performance of duties, related to the provisions of library services.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

Class Revised: November 19, 2000

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