

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN III (Technical Processing)

BASIC FUNCTION:

Under the direction of the Area Administrator or assigned supervisor, perform a variety of advanced level library technical processes. These may include cataloging of all types of library resources which may include managing serials subscriptions and related records. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The library Technician III is the advanced- level classification in the library technician series. Incumbents are distinguished from others in the library technician series by the responsibility to hire and train student workers, and to coordinate the functioning of a module or modules of the integrated library system.

REPRESENTATIVE DUTIES:

Coordinate the acquisition of library materials including books, periodicals, and non-print media using SIRSI acquisitions module. Must be able to develop orders for library materials, maintain budget records for them, and document that invoices are correct before being sent to the Dean's office for payment processing.

Coordinate the cataloging and processing of new resources, print and non-print, obtained by the Library using the OCLC and SIRSI systems.

Prepare and maintain comprehensive records related to the cataloging of library resources including serials using the SIRSI system.

Provide information and assistance to students and other patrons regarding the location of library resources and refer patrons to a professional librarian for reference assistance.

Conduct inventories of the library collections as requested, usually not more often than every other year.

Operate and maintain the office machines currently in use in the Library including copier, microfilm reader/printer, date machine and typewriter; load cartridges and paper and add toner to photocopiers as needed.

Operate a variety of library equipment and software.

Train and provide work direction to student assistants as assigned, participate in the selection, assignment, scheduling, evaluation, discipline and termination of student workers as assigned.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library policies, procedures, and terminology.
Library of Congress Classification System.
Cutter Tables to use in call number assignment.
Location of various materials in the Library.
Operation and use of Library automated systems, office machines, and cash register.
Circulation process, policies, and procedures.
Library security measures.
Modern office practices, procedures and equipment.
Correct English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills using tact, patience, and courtesy.
Telephone techniques and etiquette.

ABILITY TO:

Use sophisticated library management software.
Answer directional questions from library patrons.
Know when to refer a question to a professional Reference Librarian.
Work evening and weekend hours as requested.
Utilize automated library systems to locate library materials.
Use standard keyboarding skills.
Shelve library materials according to established classification criteria.
Operate computers, office machines, and a cash register.
Work cooperatively with others.
Communicate effectively both orally and in writing.
Bend, stoop, reach and stand for prolonged periods of time.

EDUCATION AND EXPERIENCE: Graduation from high school. And either completion of a library technician major, or a library technician certificate and three years of library experience, or five years of library clerical experience.

WORKING CONDITIONS: Work is typically performed standing or sitting at a desk in a library environment. While performing the duties of this classification an incumbent regularly is subject to constant interruptions necessitated by the need to serve all patrons. May be required to work evening and weekend hours.

PHYSICAL DEMANDS: Employees regularly stand or sit for long periods of time; frequently moved around work area; use hands and fingers to operate keyboards of other office machines; reach with hands and arms, bend, stoop, kneel or crouch to retrieve or shelve materials or file; speak clearly and distinctly in English to answer telephones and provide information; see to locate, process, and circulate materials and assist patrons; hear and understand over telephone and in person and regularly lift, carry and/or move objects weighing up to 25 pounds.