

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN I

BASIC FUNCTION:

Under the direction of Area Administrator or assigned supervisor, provide technical library assistance to patrons in locating materials, operating library equipment, and checking materials in and out for library patrons.

DISTINGUISHING CHARACTERISTICS:

Incumbents in the Library Technician I class provide technical assistance to students and other library patrons in locating library resources and materials, orient patrons in the use of automated and manual catalog systems, and perform circulation duties during assigned hours which could include evening and weekend hours.

REPRESENTATIVE DUTIES:

Maintain circulation services during evening and weekend hours; provide technical assistance to patrons in locating materials and resources; respond to questions and provide information; direct patrons requiring professional assistance to the Librarian as necessary.

Check books, periodicals and other materials in and out according to established library policies and procedures; assist in maintaining the security of library materials; collect fees for overdue materials and specialized library services.

Instruct patrons in the use of automated and card catalog systems and equipment; conduct library tours as requested by instructors and other groups.

Operate, demonstrate and instruct library patrons in the operation of computer terminals, copiers / printers, related software and peripheral equipment. Provide assistance in recovering files, and train students in the use of databases, various programs and the Internet.

Assist students in locating and gathering materials for research as requested.

Assist in processing library materials as required; type pockets, cards and labels; return books to shelves and check for miss-shelving.

Receive interlibrary loan requests.

Assist in maintaining the library in a clean and orderly condition; assure student conduct is conducive to a studious learning environment.

Operate and maintain a variety of office machines including copier, microfilm reader/printer, date machine and typewriter; load cartridges and paper and add toner as needed.

Operate a cash register and make change; count change fund when opening and close out register at closing.

Assist in the preserving, mending and repairing of books and library materials.

Pick up library materials at book drops on campus and return them to the library.

Participate in periodic inventory of the library collection and check for miss-shelving and lost books.

Assist in the statistical record of the In-house use (books being used in the library).

Train and provide work direction to student workers as assigned.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library policies, procedures and terminology.

Location of various reference materials in the library.

Library collection inventory.

Operation and use of automated and manual cataloging systems.

Operation of library automated systems, office machines and cash register.

Operation of microcomputers and related peripheral equipment.

Operating procedures and practices appropriate to an instructional computer laboratory.

Instructional methods used to assist students in the use of microcomputers and applications software.

Circulation processes and procedures.

Library security measures.

Book Maintenance and Repair.

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:

Provide technical assistance to students and staff in locating reference materials, conducting research, and operating office machines and automated equipment.

Assist the Librarian in providing services to patrons during evening and weekend hours.

Check library materials in and out according to established library policies and procedures.

Utilize automated and manual cataloging systems to locate library materials.

Shelve library materials according to established classification criteria.

Operate computer terminals, office machines and 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:

Any combination equivalent to: graduation from high

school, completion of specialized coursework in library technical services and two years of library and clerical experience.

WORKING CONDITIONS:

Work is typically performed at a desk, counter and computer

terminal 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 including students, staff, faculty and community. May be required to work evening and weekend hours.

PHYSICAL DEMANDS:

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