



## **CITY OF CALEXICO**

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

**MONTHLY: \$2,394 - \$2,910**

**RANGE: G-13**

### **BASIC FUNCTION:**

Under the direction of the Community Services Director, lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials; provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment; train and provide work direction and guidance to assigned personnel.

### **REPRESENTATIVE DUTIES:**

#### **ESSENTIAL DUTIES:**

Lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials; oversee the cataloguing of books and other library materials; assist in assuring library activities comply with established rules, regulations, policies and procedures.

Receive and process library supplies and materials; inspect shipments for damage and conformity to purchase order specifications and packing slips; catalog and prepare materials for circulation and introduction into the library materials collection; prepare barcodes, cards and identification labels; stamp and affix identification and labels to materials.

Serve as a technical resource to students, teachers and other patrons concerning the selection, location and use of library materials and equipment; respond to inquiries and provide technical information and assistance concerning related practices, techniques, policies and procedures.

Train and provide work direction and guidance to assigned personnel; assign staff duties and review work to assure accuracy, completeness and compliance with established standards, practices, policies and procedures; provide input concerning employee evaluations as requested.

Assist patrons in locating and selecting materials from book shelves or with the use of the card catalog or computerized catalog system; maintain the computerized and conventional card catalog; conduct library orientations; assist applicants with various forms and applications.

Oversee and participate in the circulation of library books and materials; check library books and materials in and out to patrons using an assigned computerized system; shelve returned books and materials.

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**Ewing Consulting Services**

Maintain computerized library indexes; prepare order cards; maintain, update and circulate various materials such as flyers, brochures, magazines, periodicals, newspapers and audio-visual materials.

Provide training and assistance to patrons concerning the operation of library computers and related peripheral equipment and software applications; explain related practices, procedures and techniques; answer questions, resolve issues and perform demonstrations as necessary.

Compile information and data and prepare and maintain various records and reports related to library books, materials, circulation, patrons and assigned activities; prepare and type purchase orders as directed.

Input and update patron, circulation and various other data in an assigned computer system; establish and maintain automated records and files; initiate queries, develop spreadsheets and generate computerized reports.

Register new patrons; issue library and internet cards to qualified patrons; collect and receive monies for print outs and overdue and damaged books and materials; resolve library patron issues, complaints and conflicts in a proper and timely manner.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Communicate with City personnel, library patrons and various outside agencies to exchange information and resolve issues or concerns; compose and distribute various correspondence such as letters and agenda items as required.

Contact patrons concerning reserved books, library materials, fines, overdue books, special events and programs as needed.

Maintain the library and related materials and equipment in a neat and orderly condition; observe and maintain appropriate patron behavior in the library.

Operate a variety of office and library equipment such as copiers, fax machines, laminators, typewriters, audio-visual equipment, microfilm machines, computers and assigned software; clean equipment as needed.

Participate in annual inventory activities.

Attend and participate in various meetings, committees, workshops, special events and seminars as assigned.

**OTHER DUTIES:**

Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

**KNOWLEDGE OF:**

Functions, operations and maintenance of municipal libraries.  
Library practices, procedures, reference materials, resources and terminology.  
Library cataloging and classification including card catalogs and the Dewey Decimal system.  
Filing, indexing and inventory procedures.  
Record-keeping and report preparation techniques.  
Correct English usage, grammar, spelling, punctuation and vocabulary.  
Principles of training and providing work directions.  
Oral and written communication skills.  
Interpersonal skills using tact, patience and courtesy.  
Operation of a computer and assigned software.  
Modern office practices, procedures and equipment.  
Basic mathematic calculations.

**ABILITY TO:**

Lead and participate in a variety of library activities involved in the receipt, processing, circulation and maintenance of library books and materials.  
Oversee the cataloging of books and other library materials.  
Provide technical information and assistance to students, teachers and other patrons concerning the research, selection, location and use of library materials and equipment.  
Train and provide work direction and guidance to assigned personnel.  
Receive, inspect, catalog and prepare materials for circulation and introduction into the library materials collection.  
Process and shelve library materials.  
Check library materials in and out to patrons.  
Operate a variety of office and library equipment including a computer and assigned software.  
Maintain files and records and prepare reports.  
Type or input data at an acceptable rate of speed.  
Work independently with little direction.  
Complete work with many interruptions.  
Communicate effectively both orally and in writing.  
Establish and maintain cooperative and effective working relationships with others.

**EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school and two years of library experience.

**WORKING CONDITIONS:**

**ENVIRONMENT:**

Library environment.  
Constant interruptions.

**PHYSICAL DEMANDS:**

Dexterity of hands and fingers to operate a computer keyboard.

Seeing to read a variety of materials.

Hearing and speaking to exchange information.

Sitting or standing for extended periods of time.

Lifting, carrying, pushing and pulling moderately heavy objects as assigned by the position.

Bending at the waist, kneeling or crouching to shelve and retrieve books.

Reaching overhead, above the shoulders and horizontally.