



LIBRARY TECHNICIAN

BASIC FUNCTION

Under the direction of an assigned supervisor, provide technical library assistance and services to students and other patrons and assist in maintaining library resources and security.

DISTINGUISHING CHARACTERISTICS

This classification aids in locating library resources and materials within the library and online for students and other patrons, maintains the circulation desk and library inventory, and oversees and trains student workers in providing library services.

ESSENTIAL DUTIES & RESPONSIBILITIES

The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.

1. Maintain and provide library circulation services; provide technical information and assistance to students and other patrons in locating materials and resources; refer students to the Librarian as necessary.
2. Check books, periodicals, and other materials in and out according to established library policies and procedures; assist in maintaining the security of library materials.
3. Instruct in the use of automated and card catalog systems and equipment; conduct library tours as requested by instructors and other groups.
4. Assist library patrons in the operation of computer terminals, copiers / printers, related software, and peripheral equipment.
5. Assist students in locating and gathering materials for research.

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6. Assist in processing, shelving, and cataloging library materials as required.
7. Receive and process interlibrary loan requests.
8. Assist in maintaining the library in a clean and orderly condition; assure student conduct is conducive to a studious learning environment.
9. Operate and maintain a variety of office machines including copier, microfilm reader/printer, printers and other related equipment used by library patrons.
10. Receive and process payment for library fees and transactions as required.
11. Pick up library materials at book drops on campus and return them to the library.
12. Participate in periodic inventory of the library collection and check for miss-shelving and lost books.
13. Assist in the statistical record of the In-house use (books being used in the library).
14. Train and provide work direction to student workers as assigned.
15. Assist in the preserving, mending, and repairing of library books and materials.
16. Perform job related duties as assigned.

QUALIFICATIONS

Knowledge Of:

- Library policies, procedures, and terminology.
- Operation and use of automated and manual cataloging systems.
- Basic operation of computers and related peripheral equipment.
- Library security measures.
- Book maintenance and repair.
- Modern office practices, procedures, and equipment.
- Basic principles of training and work direction.
- Telephone techniques and etiquette.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

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Skills and Abilities To:

- Perform basic clerical and library circulation duties.
- Operate office equipment and applicable software.
- Train and provide work direction to student employees.
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Maintain records and prepare reports.
- Balance and prioritize work to meet deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

Education and Experience:

High school diploma or equivalent and one (1) year experience in a clerical, customer service, or related area.

Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

Other Requirements:

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

WORKING CONDITIONS

Work Environment:

Office and outdoor environment.

Physical Demands:

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Sitting for long periods of time; physically typing and looking at a computer screen; operating office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

Mental Demands:

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.