

LIBRARY TECHNICIAN II

CLASS SUMMARY

Under general supervision, performs a variety of complex clerical and paraprofessional library work requiring specialized knowledge and excellent judgment. Directs public service desk and/or technical service area operations.

REPRESENTATIVE DUTIES

Under general supervision, performs a variety of complex clerical and paraprofessional library work requiring specialized knowledge and excellent judgment. Directs public service desk and technical service area operations. Troubleshoots and resolves problems encountered in producing and maintaining the on-line automated catalog; prepares and analyzes records on overdue books, fines, book reservations, lost books, and statistics of loaned books and magazines; supervises collection maintenance; interprets rules and answers student and faculty questions regarding the use of the library facilities; interviews, trains and directs student assistants; participates in the planning, analyzing and implementing of the library budget; maintains periodic and regular inventories; processes new books and non-book material; maintains and analyzes weekly and monthly statistics of materials added or withdrawn and interprets and compiles material for an annual report from such data; participates in the production and maintenance procedures manual; analyzes and maintains various accounting records; relates the purchase of all items to the allotted budget and monitors available resources; verifies orders and processes audio visual and CD ROM materials; organizes and distributes ordering materials for title selection; orders (using automated equipment and software), receives, records, shelves, and circulates all library materials and resources; contacts vendors, petitions for discounts/credits; solves problems with ordering and receiving materials; collects money, maintains records and deposits receipts in library accounts; interprets and provides information on-site or over the phone; performs related duties as required.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the head of the library or to a supervising librarian responsible for a major department. Part-time employees and student helpers frequently are assigned to these technicians for direction.

DESIRABLE QUALIFICATION GUIDE

Training and Experience

Graduation from high school or the equivalent; three years of responsible office clerical experience at least two of which must be in a library; and 12 semester units in Library Science or Library Technology. Two years of Library work experience may be substituted for the 12 units.

LIBRARY TECHNICIAN II (continued)

Knowledge and Abilities

Good Knowledge of: library procedures, including procedures used in public and technical service areas; library automation and its application to library records, files and statistics; the technical aspects of classification of library materials; technical sources of information for library operations; automated office and clerical techniques; filing, financial record keeping and record checking methods; oral and written English, grammar, spelling, and vocabulary; accounting fundamentals, automated library/office equipment; principles of supervising, scheduling and training of student and part-time employees, and scheduling and training of part-time classified staff.

Ability to: work with a high level of independence; interview, schedule, and direct several student workers in all library operations; assist patrons in utilizing library; assist librarians in compiling bibliographies; interpret policy and procedures for students; maintain and analyze statistical-use records and prepare reports; classify library books and materials; demonstrate the use of reference sources; learn new library techniques; read and apply technical library materials; follow oral and written instructions and procedures.

Skills: Ability to use computer hardware and a variety of software applicable to library services; ability to type copy and figures accurately; demonstrate a high level of interpersonal skills, communications skills, and able to use sound judgment in decision-making; able to lift, bend and stand for extended periods of time; keyboarding and software skills.