



JOB TITLE: LIBRARY & LEARNING RESOURCES TECHNICIAN I

Classification: Classified
Salary Range: 26

Retirement Type: PERS*
Revised/Board Approved: May 18, 2020

BASIC FUNCTION:

Under the direction of a supervisor or director, performs routine library and learning resources support functions to assist library users as well as staff; assists in processing, organizing, and maintaining library materials; ensures library materials and resources are easily accessible for patron use.

REPRESENTATIVE DUTIES:

Maintains organized access to library materials by accurately shelving and shifting books, searching for lost or missing items, shelf reading, and cleaning shelving areas as needed. Assists in shifting and inventory processes; re-labels shelves as needed. Maintains a clean library environment.

Provides high quality customer service to students, faculty, staff, and the general public while performing basic circulation and public services tasks; checks library materials in/out and processes renewals for borrowers; posts payments, lifts holds on student records; processes lost material resolutions. Assists library patrons with computer printing, scanning, and photocopying equipment.

Responds to general library and District-related questions in person, by e-mail or phone, giving correct information. Maintains currency on library policies and procedures. Ensures that library patrons comply with all applicable library policies and procedures. Redirects patrons to an appropriate subject-matter expert or department as needed.

Generates new and maintains existing library patron records.

Performs basic repairs on books, periodicals and media items; replaces damaged or old book jackets, faded spine labels and media cases.

Oversees periodical and serial processes including monitoring collections, notifying vendors of missing periodicals, and maintaining retention lists. Processes and routes periodicals; appropriately labels, routes, shelves and removes older issues.

Processes reserves and provides basic cataloging for instructor personal copies of textbooks.

Prepares overdue notices and hold notices for library materials; distributes notices to patrons; posts and reconciles fines in library automated system and college accounting system to ensure an accurate assessment and collection of library fines.

Performs various clerical duties. Maintains supplies and submits requisitions for supply orders to Division Office. Maintains procedural manuals and files as directed. Inventories and reports Lost and Found items to Campus Police. Reports facility problems to the Division Office. Creates new book lists for Library Faculty to distribute to Faculty on campus. Creates and posts operational building signage and updates digital display.

Fulfills requests for archived course descriptions. Digitizes materials and assists with Archive Projects as needed.

Collects and compiles daily, monthly, and yearly patron head count statistics. Collects periodical and serial collection statistics. Generates reports for library staff and supervisor upon request.

Opens and closes the library following established procedures.

Provides guidance to student workers and part-time staff.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

High School diploma or GED certificate.

Two (2) years relevant work experience.

One (1) year of customer service experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Proficient in staying up-to-date with technology and changing work procedures.

Knowledge of library bibliographic resources.

Knowledge of library terminology, practices, and resources.

Knowledge of library office practices and procedures.

Abilities/Skills:

Skilled at MS office programs, presentation design, digital signage creation.

Ability to understand and follow oral and written directions.

Ability to communicate effectively both orally and in writing.

Ability to analyze situations and adopt effective courses of action.

Ability to establish and maintain cooperative working relationships with others.

Ability to meet schedules and deadlines.

Ability to work accurately and rapidly under pressure with frequent interruptions.

Skilled at exercising sound judgment within established procedures.

Skilled at paying attention to details.

Skilled at general clerical tasks.

WORKING CONDITIONS:

Library setting.

Extensive computer work.

Long periods of standing and sitting.

Periodic lifting and carrying up to 25 lbs.

Movement from one work area to another.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.