

## ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

### LIBRARY TECHNICIAN

Salary Range 16

(Housekeeping changes effective 7/6/10)

#### BASIC FUNCTION:

Under the direction of the Dean of Instructional Resources/Extended Services, perform lead library duties in the acquisition, receipt, circulation, distribution and cataloging, and use of monographs, serials and other library resources in the library; perform lead duties and oversee an assigned area of a library. Performs other related duties as may be assigned.

**REPRESENTATIVE DUTIES:** *E = indicates essential duties of the position*

#### Reserve Bookroom:

- Organizes and maintains Reserve Bookroom services. Prepares textbooks budget; determines what books are needed for reserve. Responsible for the acquisition and cataloging of textbooks into the Horizon Reserve Library. Removes obsolete and worn materials from reserve and deletes from Horizon system. Maintains and compiles statistics. Routes books to librarians for circulation or return to instructor; compiles reserve statistics for ASO as needed. (E)
- Coordinates the smooth operation of the Circulation Desk; updates Circulation rules and procedures; direct work activities of student assistants to ensure uniform application of policies and procedures; issues library cards utilizing Horizon online system and Banner system; check in and out various types of library materials; assists patrons in the use of various types of machines; assists patrons by responding to queries and advising patrons of the library services. (E)
- Oversees assigned functions of the library and the use of library resources; assures efficiency and effectiveness; performs departmental opening and closing duties. (E)
- Performs a variety of duties related to the acquisition of library materials; prepares purchase orders and authorizes payments; selects jobbers or publishers; places orders and schedules deliveries. (E)
- Provides information and assistance to students, faculty and other library patrons. (E)
- Perform additional duties related to the circulation of library materials including charging, reserving, renewing and discharging book and non-book materials; assure that shelves are properly maintained. (E)
- Prepares and maintains a variety of specialized patron records, ledgers, reports and statistics; oversees the maintenance of financial records and the accounting for monies collected or disbursed in assigned area, including fees, and late charges; mails overdue and fine notices; liens patrons' records; notifies faculty/staff of outstanding books; and prepare letters to patrons advising them of damaged books. (E)
- Recruits, interviews, trains, directs work flow activities of student workers; develops work schedules, provides training, checks accuracy of time sheets; mentors, disciplines and terminates (if necessary) student workers. (E)
- Organizes and coordinates inter-library loan activities through the OCLC database; records ILL requests from patrons; and oversees loan transactions. (E)
- Oversees the receipt and physical processing of library materials in accordance with established guidelines. (E)
- Operates a variety of office machines and library equipment including typewriter, calculator, copier, laminator, microfilm reader/printer, computer, printer and related software and audio-visual equipment. (E)
- Prepares a variety of written materials related to assigned function including correspondence, signs, special reports, and statistics. (E)
- Serves on selection committees for new employees. (E)
- Manages the Library's petty cash; determines monies required in petty cash account; manages refund account for vendor machines balancing receipts; and contacting agent to replenish the account. (E)
- Checks shelves to ensure adequate space for materials shelved; develops book shifting plans and schedules to accommodate adequate space. (E)

- Processes paper, microfiche, and microfilm periodicals; enters to computer to show receipt, property stamp, and security strip; requests missing issues from Ebsco; discard periodicals according to retention schedule; organizes, maintains, and update periodicals room; records statistics related to periodicals usage and prepares monthly and annual reports. (E)
- Performs related duties as assigned.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: associate's degree supplemented by college course work in a library specialty and two years increasingly responsible experience in an area of a library.

**KNOWLEDGE OF:**

- Library policies, procedures and practices.
- Library of Congress classification system.
- Reference sources and library holdings.
- Machine readable cataloging codes (MARC)
- Word and data processing.
- Modern office practices, procedures and equipment.
- Operation of a computer terminal and microcomputer.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Basic research methods.
- District organization, operation, policy and objectives.

**ABILITY TO:**

- Perform responsible and technical library duties.
- Oversee and direct the daily operations in an assigned area of a college library.
- Conduct difficult bibliographic searches and resolve cataloging problems.
- Prepare and deliver oral presentations.
- Participate in the development of library policies, procedures and programs.
- Operate standard business machines and specialized library equipment.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Train and provide work direction to others.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:** Provides work direction to student and hourly workers.

**CONTACTS:** Co-workers, other departmental staff, patrons, vendors, student workers and assistants.

**PHYSICAL EFFORT:**

Light lifting and carrying books.

Pushing and pulling carts.

Walking and standing for extended periods of time.

Reaching horizontally and above the shoulders to shelve and reach books.

Bending and kneeling.

Dexterity of hands and fingers to operate standard library equipment.

**WORKING CONDITIONS:**

Normal library environment.