

City of Victorville Position Description

LIBRARY TECHNICIAN (Young Adult, Reference, Circulation, and Data Services)

DEFINITION

Under general direction from the Librarian, performs a variety of complex library clerical and technical duties; assists patrons in making effective use of library materials; supports the daily operation of the library in one of the following service areas: young adult, reference, circulation, or data; and performs other related duties as required.

DISTINGUISHING CHARACTERISTICS

This is a position receiving direction from the Librarian. The Library Technician is distinguished from the Library Clerk by the technical knowledge and experience required in the library field. Incumbent should have knowledge of departmental policies, procedures, and regulations. Work is subject to continuing review, in progress and upon completion.

ESSENTIAL DUTIES AND RESPONSIBILITIES

Plans and coordinates the full range of technology center, reference desk, circulation desk, or young adult activities and programs as assigned; coordinates with City departments on issues relative to providing library services to a full-service municipal library system; coordinates with City Information Services staff in the transition from County computer support to the City computer network; assists in troubleshooting computer hardware, software and operating problems; oversees the updating of catalog records; assists in the selection of vendors and in ordering library materials; monitors supply inventory; participates in training and provides professional guidance to staff and volunteers; assists supervisor in preparing reports; receives patron service complaints and assists in assessing quality of customer service provided; produces instructional materials and maintains files; operates audio-visual equipment, CD-ROM media, OCLC (Online Computer Library Center), and on-line database searching; performs reference services, including use of all major dictionaries, encyclopedias, almanacs, indexes, handbooks, directories, and year books; maintains statistical and financial records; performs circulation desk duties; evaluates service area needs and presents recommendations to the Librarian as necessary for changes in library policies and practices; possesses excellent communication and customer service skills; establishes and maintains cooperative working relationships with those contacted in the course of work; routinely adheres to and maintains a positive attitude; operates a variety of office equipment including computer related software, scanners, photocopiers, fax machines; safely operates a city vehicle; and performs related duties as required.

EMPLOYMENT STANDARDS

Training and Experience: High School diploma or GED equivalent, 30 units in Library Science and three (3) years of professional experience in young adult services, reference services, circulation services or data/computer services is required. Additional qualifying experience may be substituted, on a year-for-year basis, up to a maximum of one (1) year of the required education.

Knowledge & Abilities: Knowledge of: Dewey Decimal system is required; knowledge of Sirsi, or similar library automated system; modern office procedures, methods and equipment, including computers and applicable software applications; information services and data systems.

Ability to: Implement principles, practices, techniques and methods related to library clerical and technical work such as cataloging, ALA (America Library Association) filing rules, OCLC terminal operation, ready reference sources, young adult materials and services, and other standard library systems; assist with planning and scheduling work assignments for library staff; operate a variety of office equipment, including computers and applicable software applications; maintain accurate records; interpret and apply federal, state, and local policies, procedures, laws, and regulations; perform full range of specialized activities and programs; understand and carry out oral and written instructions; establish and maintain effective relationships with those contacted in the course of work, including City and other government officials, community groups, and the general public.

Licenses and Certificates: Must possess a valid Class "C" California driver's license.

WORKING CONDITIONS

Work is performed in a library setting and in close proximity to other workers. Incumbent shall be exposed to those conditions normally encountered in a library environment. Physical demands are light, consisting primarily of sitting, standing, walking, lifting and carrying moderately heavy boxes of books up to 50 pounds and/or utilizing a hand dolly. Incumbent must be able to see and hear in the normal range, with or without correction, and communicate verbally and in written form with great facility and must be able to be understood. Incumbent must be willing to work an irregular schedule, which may include weekends, holidays, evenings, and/or varying shifts.

APPROVED:


Diana M. Ranney
DIRECTOR OF HUMAN RESOURCES

DATE: August 24, 2006

Class specifications are only intended to present a descriptive summary of the range of duties and responsibilities associated with specified positions. Therefore, specifications **may not include all** duties performed by individuals within a classification. In addition, specifications are intended to outline the **minimum** qualifications necessary for entry into the class and do not necessarily convey the qualifications of incumbents within the position

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