**Position:** Library Technician I (Circulation/Media)  
**Position Number:** 
**Department/Site:** Library  
**FLSA:** Non-Exempt – (Classified CSEA)  
**Reports to:** Director, dean, or other administrator in assigned area  
**Salary Range:** 20

**DESCRIPTION:**

Under the direction and supervision of the Dean of Academic Affairs or other administrator in assigned area, the Library Technician I performs a wide range of responsible library duties related to public, technical, and media services in the library.

**DISTINGUISHING CHARACTERISTICS:**

The Library Technician I is the entry-level position in this library series of positions. All positions in this class require the ability to use an automated system to input and retrieve data with accuracy, to assist library patrons with print and with audio-visual and other electronic materials, to handle all circulation-related tasks, and to provide excellent customer service.

Incumbents have a high frequency of responsible contact with students, staff, and the public requiring tact and excellent communication skills.

**REPRESENTATIVE DUTIES:**

- Set up area for daily activities, activate computer workstations for appropriate operation; organize, plan, and monitor activities in assigned area.
- Lend, retrieve, check in, and shelve library materials in a timely manner; maintain shelves.
- Assist library patrons with computers, supported software, installed hardware, and other library equipment; assist with copying, scanning, and printing.
- Provide instructional support services using library computers and media equipment.
- Perform assigned duties using appropriate modules of the Integrated Library System (ILS) such as Circulation/Reserve, Serials Control, and Cataloging Modules.
- Explain and implement library policies and procedures to students, faculty, staff, and other library patrons.
- Process student library delinquencies, clear and update student accounts; reconcile fines and charges, process and sign employees’ clearances from the library.
- Assist in the operation and maintenance of Computer and Media Services; organize and maintain library audio-visual materials and equipment.
- Monitor and troubleshoot library equipment malfunctions and submit work orders as appropriate.
• Perform basic maintenance on library equipment; restock paper in printers and copy machines.
• Prepare basic instructional handouts and quick users’ guides to assist students.
• Perform work related to reserve and media items, periodicals, and physical processing of library materials; assist in updating and maintaining appropriate records.
• Process interlibrary loan requests; compile interlibrary loan statistics and prepare reports for various agencies as needed.
• Receive and process serials; follow up on resolving subscription problems and perform other tasks related to serials control and maintenance of database.
• Assist in the training and direction of student assistants.
• Compile and prepare statistical, analytical, and planning reports; maintain manual of procedures.
• Participate in the inventory, withdrawal, and deletion of library materials according to established procedures.
• Manage access to library computers through the college’s user access control software.
• Assist librarians in providing library tours and orientations.
• Perform a variety of clerical support duties for library operations; answer telephones, open and route incoming mail and deliver mail; produce signs, handouts, labels, and notices; file materials; maintain an inventory of supplies.
• Support the mission and goals articulated in library planning and processes; participate in the development of library service area outcomes.
• Open and close library facilities; assure safe and secure library at closing time.
• Perform basic mending and repair of library materials.
• Represent the library on assigned committees; attend workshops as assigned.
• Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
• General library methods, procedures, terminology, and equipment
• Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
• Standard software programs for word processing, spreadsheets, database management, and web applications
• Basic library information resources
• Library of Congress Classification and shelving system
• Alphabetical and numerical filing systems
• Correct English usage, grammar, spelling, punctuation, and vocabulary
• Basic book mending and repair
• Basic multimedia technology
• Interpersonal skills using tact, patience, and courtesy

ABILITY TO:
• Learn and implement library practices and online systems including but not limited to circulation, interlibrary loans, and serials control
• Utilize and apply the technology of word processing, data base, and spreadsheet applications
• Learn and use basic bibliographic utilities
• Use the Library of Congress Classification shelving system
• Assist patrons with library services
• Organize and maintain a variety of records including inventory
• Understand and follow oral and written directions
• Establish and maintain cooperative and effective working relationships with others
• Communicate effectively in English both orally and in writing
• Make group presentations
• Plan and organize work
• Meet schedules and timelines
• Prepare a variety of reports Learn library and district organization, operations, and policies
• Understand and be sensitive to those of culturally, socioeconomically, and linguistically diverse backgrounds; work with a diverse population
• Work independently with general direction
• Meet schedules and timelines
• Exercise reasonable judgment in unusual circumstances

EDUCATION AND EXPERIENCE:

Any combination of education equivalent to a high school diploma. Combination of training and experience equivalent to two (2) years of progressively responsible clerical and/or technical experience, which has provided the applicant with the required knowledge and abilities to successfully perform job duties

LICENSES AND OTHER REQUIREMENTS:

PHYSICAL EFFORT/WORKING ENVIRONMENT:

Library/office environment; constant interruptions; dexterity of hands and fingers to operate a computer keyboard; sitting and standing for extended periods of time; bending at the waist, kneeling or crouching and reaching overhead, above the shoulders, and horizontally to retrieve materials; lift moderately heavy objects.