Position: Library Technician III

Department/Site: Library

FLSA: Non-Exempt – (Classified CSEA)

Reports to: Director, dean, or other administrator in assigned area

Salary Range: 31

DESCRIPTION:

Under the general direction of the Dean of Academic Affairs or other administrator in assigned area, the Library Technician III performs specialized technical and administrative work in support of library programs and services; coordinates the operation of the cataloging services; provides and facilitates organization and access to the library’s information resources through creation and revision of bibliographic records; collaborates in the management of the integrated library system (ILS); provides guidance and direction in various library operations and functions, including circulation, acquisitions, and media services; trains and provides work direction to assigned staff.

DISTINGUISHING CHARACTERISTICS:

The Library Technician III is the highest level position in this library technician series of positions. The Library Technician III is distinguished from the Library Technician II by the level of independence, complex coordination, and problem solving required. This classification has a significant role in assisting in the development and oversight of budgets, program outcomes, and library-related functions. The Library Technician III serves as a lead worker to other classified staff in the area. The incumbent also may be required to perform any of the duties contained in lower levels of this series.

REPRESENTATIVE DUTIES:

- Organize print and non-print resources; prepare and ensure that recorded information is accessible through the integrated library system (ILS); catalogs and classifies library materials in a variety of formats.
- Plan, coordinate, and review the operation of technical services and cataloging in collaboration with the technical services librarian; set goals, objectives, and priorities, establish and implement policies and procedures; organize, assign, direct, and review the work of staff; train and provides work direction to staff in various phases of cataloging and classifying materials and related technical services procedures.
- Create, edit, revise, and resolve catalog record issues to ensure the integrity of MARC records, authority records, and links; maintain high standards, quality control, and accuracy of information related to the library’s holdings.
- Participate as a committee member in the recruitment, selection, training and cross-training of library personnel.
- Respond to and answer inquiries relating to library services collections.
- Collaborate with library staff in program planning and outcome assessment for library services; compile and analyze data and prepare reports.
- Provide leadership in the preparation of the library budget; monitor, review, and analyze library expenditures and work closely with the dean on fiscal matters.
- Confer with the systems administrator, the systems technology librarian, and computer systems personnel to ensure the integrity of the library automated system.
- Assist with the preparation of reports related to library services for state and federal agencies and other organizations.
- Assist in collection maintenance, including deletion of bibliographic, holding, and item records from the integrated library system (ILS) and OCLC.
- Collaborate with dean and library staff to resolve library-related issues.
- Perform one or more duties of a Library Technician I and II, as assigned, including but not limited to assisting patrons, circulation desk, computer and media services, library equipment, inventory, and assisting faculty librarians.
- Represent the library on assigned committees; attend workshops as assigned.
- Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:
- Library and related functions and services including but not limited to public services related to acquisition, cataloging, classification, circulation, reserve and media services
- Integrated library Systems (ILS)
- Current library technology, procedures, terminology, and equipment
- Modern office procedures and practices, including filing systems, reception and telephone techniques and letter and reporting writing techniques
- Principles of program planning, budget preparation, standard accounting procedures and practices
- Financial and statistical reporting techniques
- Standard software programs for word processing, spreadsheets, database management, and web applications
- Library bibliographic databases, protocols, and standards
- Library of Congress Classification system
- Alphabetical and numerical filing systems
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic, and cultural backgrounds
- Principles of training

ABILITY TO:
- Learn, implement, and interpret library practices, rules, and online systems
• Plan, formulate and execute clerical procedures and directives in accordance with assigned duties and office policies
• Utilize and apply the technology of word processing, database, and spreadsheet applications
• Catalog and classify materials in various formats
• Create, revise, and maintain bibliographic records in a library integrated system
• Use the Library of Congress Classification system
• Assist patrons with library services
• Organize and maintain a variety of records, reports, and filing systems
• Understand, interpret, explain, and implement complex rules, procedures, and policies
• Understand and follow oral and written instructions
• Establish and maintain cooperative and effective working relationships with others
• Communicate effectively in English both orally and in writing
• Make group presentations and present oral reports
• Prepare and analyze financial and statistical 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 both independently and function effectively within a team setting while demonstrating leadership qualities
• Effectively organize and prioritize work and meet schedules and timelines
• Exercise reasonable judgment in unusual circumstances

EDUCATION AND EXPERIENCE:

Any combination of post-secondary education, training and experience equal to an associate’s degree, including coursework or professional experience in Library Science
Three years of experience performing increasingly responsible library related tasks, including cataloging and classification, and public and reference services.

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.