

LIBRARY TECHNICIAN

GENERAL DESCRIPTION OF CLASS

Under the general direction of an administrator or manager, performs journey-level clerical and specialized responsibilities in support of the daily operation of the District Library.

DISTINGUISHING CHARACTERISTICS: The Library Technician is the journey level classification within the Library Technician series. The incumbent performs a variety of moderately complex, technical library responsibilities to facilitate the operations related to a section of the library. The incumbent performs the assigned responsibilities under general supervision and exercises a moderate level of independent judgement and initiative within well-established guidelines, policies, and procedures related to the area of the assignment.

The Library Technician is distinguished from the Library Technician Senior in that the latter is the senior level, advanced, classification within the Library Technician series. The incumbent exercises a high degree of independent judgement and initiative within broad guidelines, policies, and procedures in the execution of the assigned responsibilities. The incumbent performs lead responsibilities as well as provides direction and/or guidance related to special projects and work assignments.

REPRESENTATIVE DUTIES: The duties recorded below are representative of the duties of the class and are not intended to cover all the duties performed by incumbent(s) of any particular position. The omission of specific statements of duties does not exclude them from the position if the scope of work is similar, related or a logical assignment to this class. The essential duties of the class are indicated with an asterisk *.

BASIC FUNCTION: The duties of this classification may involve performing the most technical and difficult tasks, requiring specialized or advanced skill in one or more areas of the work assigned. The duties below are not inclusive but characteristic of the type of work associated with the class. Individual positions may do all or some combination of the duties listed below as well as other related duties.

1. Performs the responsibilities related to library circulation for print, on-line, and audio-visual materials; checks in and out books and other materials and available library resources; maintains reserve collections; prepares library notices, bills, and places academic holds. *
2. Assists with processing and cataloging of books, periodicals and media materials; research, downloads, and modifies catalog records. *
3. Provides technical oversight of assigned units of service; organizes work methods and procedures; maintains reserve circulation and overdue area; assists in maintaining the circulation, reserve, and scheduling modules of the library automation system; identifies system errors or problems; works with the appropriate areas or personnel to resolve difficulties. *
4. Updates and maintains the integrity of the library's catalog database to ensure consistency; adds or deletes items from the database as needed. *
5. Reviews, identifies, and makes necessary cataloging changes, as appropriate; reclassifies, withdraws, and reinstates materials. *
6. Provides customer service to faculty, staff, students, and the public; notifies patrons of availability of requested materials; checks in and out a variety of library media and

materials; provides information and instructs patrons on the use of library equipment and resources. *

7. Assists library patrons with issues or concerns including but not limited to fine disputes, fees, and overdue materials. *
8. Receives and responds to questions and requests for assistance from faculty, staff, students, and the community, including but not limited to use of paper, electronic and online information resources; provides support services within the specialty assigned. *
9. Oversees the shelving of books and materials under the Library of Congress filing and cataloging system. *
10. Receives requests and places orders for books, periodicals, audio-visual materials, supplies, and other items according to defined District policies and procedures; prepares purchase orders (POs) and requisitions; receives and verifies items ordered and checks for completeness and accuracy of delivery. *
11. Performs various clerical and administrative procedures as necessary, including but not limited to receiving and answering incoming calls and emails; updates and maintains various library documents, files, correspondence, memoranda, forms, templates, and letters; duplicates documents and files; receives, opens, and distributes mail and materials as appropriate. *
12. Assists patrons in locating materials and in using library equipment and systems. *
13. Assists in recommending policies and developing budget requests for assigned area. *
14. Assists with bindery operations, library inventory and other functions of the library as assigned. *
15. Maintains library equipment and performs routine maintenance on copiers, printers, and other related equipment. *
16. Interacts with diverse populations and constituencies in a wide range of situations requiring judgement, tact, and diplomacy.
17. Provides administrative support to the assigned supervisor, as requested.
18. May provide work direction to student assistants, student workers, and short-term, temporary staff.
19. May serve on a variety of District committees as requested.
20. Performs other duties that support the overall objective of the position.

MINIMUM QUALIFICATIONS

EDUCATION/EXPERIENCE:

- High School Graduate or General Educational Development (GED); **AND**
- Two (2) years of increasingly responsible library experience.
- Or, any combination of education and experience which would provide the required qualifications for the position.

CERTIFICATES, LICENSES, REGISTRATION, SPECIAL AND/OR OTHER REQUIREMENTS:

- May be required to travel for various off-site meetings, trainings, conferences, and/or events in support of the overall objective of the position.

DESIRED QUALIFICATIONS:

- Associate degree.
- Completion of specialized technical library courses.

KNOWLEDGE, SKILLS, AND ABILITIES: (May be acquired through education, training and/or experience.)

Knowledge of:

- District and college policies, procedures, rules, and regulations related to the area of assignment.
- California Education Code and Title V as it relates to the area of assignment.
- Family Educational Rights and Privacy Act (FERPA).
- Rules, regulations, laws, and Board policies, and procedures governing the District.
- Library practices, terminology, and procedures.
- Terminology and basic principles related to work in a community college library.
- Basic public library desk etiquette and methods of providing information.
- Best practices and procedures of collection management.
- Basic principles and practices of the Library of Congress classification system.
- Internet reference sources and research engines and general library reference resources.
- Operation of library equipment, systems, and support tools, including ROM readers, computer system, computer terminals, indices, and common reference tools.
- Automated library information systems and tools.
- Audio-visual products used in support of library operations.
- Standard library filing systems and cataloging rules.
- Reference and bibliographic systems and processes.
- Computer software programs and applications related to the area of assignment.
- Mobile devices and applications utilized by the District and/or college.
- Proper spoken and written English usage.
- Elements of proper grammar usage, spelling, vocabulary, and punctuation.
- Basic mathematics.
- Composing, proofreading, and preparing correspondence.
- Record-keeping, filing, file sharing, and filing system methods and techniques.
- Effective communication skills both verbally and in writing.
- Computer software programs, applications, databases, and Enterprise Resource Planning (ERP) systems; computer hardware and peripheral equipment related to the area of the assignment.
- Modern office practices, procedures, methods, and techniques.
- Bookkeeping, budgeting, and general accounting best practices and procedures.
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- Microsoft Office Suite (Word, Excel, Outlook, and PowerPoint).

Ability to:

- Independently perform the essential responsibilities related to the area of assignment.
- Understand and apply District and department policies and procedures related to the area of assignment.
- Integrate local, state, and federal laws and regulations related to the area of the assignment.
- Learn, interpret, and implement the policies, procedures, rules, and regulations affecting the District and department activities.
- Read, understand, learn, interpret, and apply rules, regulations, policies, and procedures related to the area of the assignment.
- Perform routine reference and bibliographic searches using available reference tools.
- Process and shelve books, periodicals, and other materials.
- Select materials by determining patrons' needs.

- Learn and apply technical expertise in assignment.
- Understand and carry out verbal and written instructions and direction.
- Effectively communicate both verbally and in writing.
- Communicate clearly and concisely, both verbally and in writing.
- Compile, organize, and use various financial information necessary in the preparation and monitoring of budgets.
- Update and maintain files, file sharing, filing systems, and records accurately and completely.
- Compose correspondence and reports.
- Use discretion and handle students, staff, and faculty in a diplomatic manner.
- Plan, organize, and prioritize workload to meet schedules and timelines.
- Independently apply good judgment in making sound and educated decisions.
- Read and write at a level necessary for successful job performance.
- Process book and electronic media.
- Access and use internal and external computer applications for correspondence and reporting.
- Make mathematical calculations accurately.
- Update and maintain records, files, file sharing, and filing systems accurately and with confidentiality.
- Communicate effectively, both verbally and in writing, with administrators, managers, faculty, staff, students, and the public using patience, courtesy, and tact in a manner that reflects positively on the District and college.
- Exercise problem solving and critical thinking skills related to the scope of authority.
- Utilize keyboarding skills commensurate with the required functions for this position.
- Effectively and fluently utilize computers to perform advanced-level document production including the complex formatting of documents, creating charts, establishing, and maintaining databases and spreadsheets.
- Utilize computer software programs, applications, and databases; computer hardware and peripheral equipment related to the area of assignment.
- Communicate with students, staff, and the public in person and via a variety of communication modalities using various technology resources.
- Work with diverse populations.
- Establish and maintain effective and cooperative working relationships during work.

RELATIONSHIPS WITH OTHERS:

The incumbents in this class are in daily contact with department, college, District faculty, staff, administrators, students, vendors, and the public, as needed.

SUPERVISION EXERCISED and/or RECEIVED:

The incumbents in this class may provide work direction and/or guidance to student workers, student assistants, and/or short-term, temporary employees.

The incumbents in this class receive general supervision from the assigned manager or other administrative superiors. Supervision is provided regarding interpretation and application of District, college, and/or department policies and procedures, applicable state and/or federal regulations. Work is usually performed independently and reviewed by supervisors as needed to ensure accuracy, completeness and compliance with practices and regulatory standards. Incumbents in this class follow policies and guidelines as outlined by the District, college and/or departmental procedures, policies, and directives.

PHYSICAL AND MENTAL DEMANDS:

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Physical Demands**

While performing the duties of this classification, the incumbent is regularly required to sit, walk, and/or stand, speak, or hear, both in person and by telephone. Use hands repetitively to finger, handle, feel or operate standard office equipment; reach with hands and arms; and occasionally lift and carry up to 25 pounds. must frequently sit and/or stand for long periods of time; dexterity of hands and fingers to operate a variety of computer and office equipment, The incumbent may be required to bend at the waist, kneel and/or crouch; move about the college or District site(s). Specific vision abilities required by this job include close vision and the ability to adjust focus and view a variety of computer screens, printed documents, and instructions.

- **Mental Demands**

While performing the duties of this class, the incumbent is regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret people and situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; use math/mathematical reasoning; perform highly detailed work under changing priorities and deadlines on multiple concurrent tasks; work with frequent interruptions, and interact with District and/or college faculty, staff, management, administrators, students, educational institutions, and others encountered the course of work.

WORK ENVIRONMENT AND CONDITIONS:

- **Work Environment**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The incumbent works under typical library conditions, and the noise level is usually quiet.

- **Working Conditions**

Work is performed primarily indoors where minimal safety considerations exist.

Butte Glenn Community College District (BGCCD) IS AN EQUAL OPPORTUNITY

EMPLOYER: To accomplish this job successfully, an individual must be able to perform, with or without reasonable accommodation, each essential function satisfactorily. Reasonable accommodations may be made to help enable qualified individuals with disabilities to perform the essential functions.

Butte Glenn Community College District is committed to creating a diverse workforce focused on equity, inclusion, and accessibility for all faculty, staff, administrators, managers, and students. The District is dedicated to building an environment that supports our diverse student populations providing opportunities to mentor, encourage, and prepare our students to be successful in the world and expose them to global perspectives. Our District community of professionals is devoted to enriching our students' lives by bringing to light a variety of ways to engage and discover their individual and collective paths through education.

BGCCD is committed to the principles of equal employment opportunity. It is the District's policy to ensure that all qualified applicants for employment and employees have full and equal access to employment opportunities and are not subject to discrimination in any program or activity of



Class Code: C149.200

Salary Range – CSEA 24 – Non-Exempt

the District on the basis of ethnic group identification, race, gender, color, language, accent, citizenship status, ancestry national origin, age, sex, religion, sexual orientation, gender identity, parental status, marital status, veteran status, physical or mental disability or medical condition, or on the basis of these perceived characteristics.