

## SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

### CLASS TITLE: LIBRARY TECHNICIAN

#### BASIC FUNCTION:

Under direction of the Library Clerical Supervisor, with work direction provided by professional Librarian staff, oversee and participate in the operation of the Periodicals room; provide technical assistance to students in the use of Library equipment and computers; assist with the planning, implementation, and use of networking and computing systems; select, train, schedule, and supervise student assistants.

#### REPRESENTATIVE DUTIES:

Oversee and participate in the operations of the Periodicals room; maintain the Periodicals collection; order subscriptions; process deliveries; maintain shelving; provide assistance to students in obtaining Periodical materials. *E*

Design, write, operate, and maintain the Periodicals database to provide staff and students access to a catalog of the periodicals collection and to enable computerized check-out/check-in services. *E*

Install, operate, and maintain the Library pay-for-print system; operate and maintain the photocopier vending service; collect, count, and deposit money; maintain records. *E*

Participate in the preparation and monitoring of assigned budget accounts; monitor budget expenditures and maintain expenditure records; prepare requisitions; maintain a variety of records and files; make spending projections. *E*

Assist in planning and implementing the Library's networking and computing plans; install software; troubleshoot operations. *E*

Operate and perform minor repairs on a variety of equipment including computers, printers, photocopiers, microfilm/fiche machines, and the vending components of those machines. *E*

Select, train, and supervise student assistants; develop and prepare semester work schedule for student assistants; terminate employment as necessary; oversee and prepare student assistant time sheets. *E*

Maintain and publish the Periodical Holdings List; update vendor provided electronic database holdings lists as needed; update Web page holdings list as needed. *E*

Operate Faculty Table of Contents service; fulfill requests for magazine article reproductions; maintain records of service. *E*

Prepare recommended binding list of periodicals for Librarian approval; prepare books and periodicals for binding; process and shelve bound volumes upon return. *E*

Prepare a variety of status, usage, and related reports. *E*

Access student information to place holds when needed. *E*

Communicate with other College departments, faculty and staff, vendors, students and the public; answer Periodicals related questions; transfer reference questions to Librarian. *E*

Open and close the Library when necessary, operate Circulation counter when needed.

Perform related duties and responsibilities as required.

## **Library Technician - Continued**

### **KNOWLEDGE AND ABILITIES:**

#### **KNOWLEDGE OF:**

Principles, practices, procedures, and terminology of a college library.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and terminology used in the operation, use, care, and minor repair of a variety of equipment including computers, photocopiers, microfilm/fiche readers and printers, vending devices, and a wide variety of library equipment.

Personal computer hardware and software components.

Basic methods and techniques used in troubleshooting various computer hardware and software application problems.

Basic local area network concepts.

Basic principles of database management.

Record-keeping and bookkeeping techniques.

Correct English usage, grammar, spelling, punctuation, and vocabulary.

Interpersonal skills using tact, patience, and courtesy.

#### **ABILITY TO:**

Maintain and operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Operate and troubleshoot microcomputers, computer terminals, servers, and related peripherals.

Adapt to changing technologies and learn functionality of new equipment and systems.

Provide technical support to department staff in computer hardware and software matters.

Respond to and identify user needs and determine resolutions.

Install computer software and troubleshoot computer software problems.

Use library classification and cataloging techniques.

Instruct and assist students in proper operation and use of computers, photocopiers, microfilm/fiche machines, and printing system.

Oversee and participate in the physical maintenance of the Periodicals collection.

Work independently with little direction.

Make arithmetic calculations quickly and accurately.

Understand and follow oral and written directions.

Train and provide work direction to others.

Maintain records and files, both hard copy and computer.

Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.

Communicate effectively, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

### **EDUCATION AND EXPERIENCE:**

Any combination equivalent to: graduation from high school supplemented by technical classes to support current technologies and two years of increasingly responsible experience in ordering, receiving, processing, and circulation of library materials including experience operating a computer terminal.

### **LICENSES AND OTHER REQUIREMENTS:**

Valid California driver's license and a safe driving record.

### **WORKING CONDITIONS:**

#### **ENVIRONMENT:**

Library and office environment.

Constant interruptions.

## Library Technician - Continued

### PHYSICAL ABILITIES:

Lifting, carrying, pushing, and/or pulling light to moderately heavy objects.

Dexterity of hands and fingers to operate office equipment including a computer keyboard and peripheral equipment.

Sitting or standing for extended periods of time.

Hearing and speaking to exchange information on the telephone or in person.

Climbing step stools to retrieve periodicals.

Reaching overhead, above the shoulders or horizontally, bending at the waist, and/or kneeling or crouching to retrieve various materials and to gain access to internal areas of photocopiers and microfilm/fiche machines.

Seeing to read and verify data and prepare various materials.

### HAZARDS:

Extended periods of time viewing computer monitor.

Contact with dissatisfied, hostile, and/or sometimes abusive individuals.

Work involves potential contact with hazardous materials such as copier toner.

Created: December, 2001

*Johnson & Associates*

*Approved by the Governing Board on December 12, 2001*