

SOUTHWESTERN COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICAL SERVICES TECHNICIAN

BASIC FUNCTION:

Under the direction of the Library Support Services Supervisor, with work direction provided by the professional Librarian staff, oversee and participate in the operation of the Library Technical Services unit; and serve as the Library system administrator for Dynix/Horizon.

REPRESENTATIVE DUTIES:

Oversee cataloging operations for print and non-print materials; train, oversee, and monitor book processing and other technical services activities. *E*

Oversee the print collections; oversee acquisition of materials and book ordering including to implement special orders, create requisitions, and verify invoices; order, receive, and maintain library supplies according to established procedures. *E*

Assist with the planning, implementation, and use of the online library system for cataloging and circulation of materials; troubleshoot operating problems with the online library system and the national database; design, revise, and generate programs for various statistical reports; train others in the proper use of the system. *E*

Participate in the preparation and administration of the technical services budget; submit budget recommendations; monitor expenditures in assigned areas and prepare reports as directed. *E*

Operate a variety of library equipment including computer terminals, personal computers and related software, communication software and modem, typewriter, calculator, facsimile, and printers. *E*

Perform related duties and responsibilities as required.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library technical processes related to processing and circulation, cataloguing, and acquisition of library and media materials.

Operations, services, and activities of the library including multi-media learning resources.

Automated systems and procedures related to computerized online library systems.

Basic principles and practices of budget preparation and administration.

District organization, operations, policies, and objectives both in general and as they apply to the library.

Resources, materials, and equipment used by a college library.

Basic principles and techniques of supervision, training, and performance evaluation.

Principles and procedures of record keeping.

Library management practices including circulation, selection, and processing.

Methods and techniques used to evaluate new programs for integration into the library.

Research methods and techniques using print, online, and Internet resources.

Interpersonal skills using tact, patience, and courtesy.

Oral and written communication skills.

Technical aspects of field of specialty.

Modern office procedures, methods, and equipment including computers.

Computer applications such as word processing, spreadsheets, and statistical databases.

English usage, spelling, grammar, and punctuation.

ABILITY TO:

Compile, assemble, and interpret data from diverse sources.

Prepare a variety of reports and correspondence related to area of assignment.

Library Technical Services Technician - Continued

- Maintain accurate and complete records and files.
- Participate in the development and monitoring of assigned budget.
- Operate and troubleshoot online library systems.
- Work independently with little direction.
- Train and provide work direction to assigned staff.
- Operate a variety of office equipment including computers and supporting word processing, spreadsheet, and database applications.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Work with and exhibit sensitivity to and understanding of the diverse racial, ethnic, disabled, sexual orientation, and cultural populations of community college students.
- Communicate clearly and concisely, 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 two years of college level course work in library science; and two years of increasingly responsible experience in multi-media learning resources management and work experience involving instructional media and equipment including cataloging and acquisitions.

WORKING CONDITIONS:

ENVIRONMENT:

- Library audio/visual environment.
- Constant interruptions.

PHYSICAL ABILITIES:

- Lifting, carrying, pushing, and/or pulling light to moderately heavy objects.
- Reaching overhead, above the shoulders or horizontally.
- Kneeling or crouching to retrieve various materials.
- Dexterity of hands and fingers to operate a variety of computer and audio visual equipment.
- Hearing and speaking to exchange information on the telephone or in person.
- Sitting and standing for extended periods of time.
- Seeing to read and verify data, prepare various materials, observe students, and monitor activities.
- Bending at the waist.

HAZARDS:

- Contact with dissatisfied, hostile, and/or sometimes abusive individuals.
- Work involves potential contact with hazardous materials such as copier toner.
- Extended periods of time viewing computer monitor.

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Johnson & Associates