

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: LIBRARY TECHNICAL SERVICES TECHNICIAN**

**RANGE: 22**

### **DISTRICT VALUES**

Incumbents in District positions are expected to exhibit an equity-minded focus, responsiveness, and sensitivity to and understanding of the diverse academic, socioeconomic, cultural, gender identity, sexual orientation, and ethnic backgrounds of community college students, and employees, including those with physical or learning disabilities, and successfully foster and support an inclusive educational and employment environment.

### **SUMMARY DESCRIPTION**

Under the direction of the Supervisor of Library Services (or designee) oversee and participate in the operation of the Library Technical Services unit; assists students, faculty, staff and the public in identifying and locating library material and resources, both physical and digital; performs a variety of technical and clerical duties in one or more functional areas of the library including acquisitions, cataloging, circulations, or periodicals; provides assistance to Librarians in selecting, purchasing and processing library materials; provide for the acquisition, cataloging, processing and distribution of books and other formats for the library collection; monitor receipt and reconciliation of library collection shipments; verify and process all library acquisition invoices; provide for storage and retrieval of information on various library electronic database systems and performs related duties as assigned.

### **REPRESENTATIVE DUTIES**

*The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Oversee cataloging operations for print and non-print materials; train, oversee, and monitor bookprocessing and other technical services activities. **E**
2. 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**
3. Assists with the acquisition process for the library; processes requests for library materials in all formats including books, textbooks, CDs, DVDs and electronic books; performs pre-order research and verification of bibliographic data in electronic sources such as local online catalog; identifies appropriate vendors; places electronic orders through vendor software; communicates with vendors as needed; monitors pending orders and fund balances; reconciles packing slips with orders and reconciles invoice discrepancies. **E**
4. Using the Statewide Library Consortium guidelines and applications to identify and properly catalogue, acquire, and circulate materials in all formats. This requires in depth investigation of records. Reconciling and matching up NZ records with our own library's collection development cataloging and acquisitions parameters. **E**
5. Prepares requisitions for library materials and supplies; maintains various spreadsheets on items purchased and provides statistical information as needed. **E**
6. Collaborate with Purchasing department staff to establish blanket purchase orders for authorized title vendors, standing order material and contractual agreements for library collection services; annually review and edit library collection blanket purchase orders; notify purchasing staff and vendors of any changes to annual subscriptions and purchase orders; prepare purchase requests for additional direct order print and audio-visual and technical services library supplies; communicate with vendors regarding accounts,

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Library Technical Services Technician - *Continued***

materials and payments. **E**

7. Verify, reconcile and provide account codes for library material invoices; collaborate with Accounts Payable staff to ensure accurate and timely invoice payment; identify and resolve inconsistencies between material shipments and associated invoices; contact vendors as necessary; create and maintain annual expenditure spreadsheet of library material received and invoices. **E**
8. Utilize client/server software to export/import, manage, edit and update bibliographic MARC records from a variety of electronic databases into the automated library system; apply authority control for Library of Congress subject headings; search, match and generate bibliographic MARC records within the library system; edit data as needed to reflect local institutional holdings. **E**
9. Explain Technical Services policies and procedures to staff and faculty; assist Public Services staff with Technical Services functions as needed; maintain and revise the library procedures manual in collaboration with other staff; provide support for Public Services staff at the circulation desk as needed. **E**
10. 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**
11. 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**
12. Operate a variety of library equipment including computer terminals, personal computers and related software, communication software and modern, typewriter, calculator, facsimile, and printers. **E**
13. 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:**

- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Library Technical Services Technician - *Continued***

procedural situations.

- Perform technical duties related to ExLibris and OCLC functions to acquire, catalog, and process new library material, gather statistics, generate reports and monitor library material withdrawals.
- Compile, assemble, and interpret data from diverse sources.
- Compile, assemble, and interpret data from diverse sources.
- Maintain accurate and complete records and files.
- Participate in the development and monitoring of assigned budget.
- Operate computerized cataloging bibliographical and circulation systems databases
- Work independently with little direction.
- Provide quality customer service.
- 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 encountered in the course of work.
- Learn and adapt to changing technology and equipment used in the performance of assigned duties.

**EDUCATION AND EXPERIENCE**

*Any combination of training and experience which would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:*

Any combination equivalent to: graduation from high school supplemented by two (2) years of college level course work in library science; **AND** two (2) years of increasingly responsible technical library experience; or an equivalent combination of training and experience including cataloguing and acquisitions.

**LICENSE AND OTHER REQUIREMENTS**

None.

**PHYSICAL DEMANDS AND WORKING ENVIRONMENT**

*The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

**Environment:** Work is performed primarily in a library audio/visual environment with frequent interruptions and distractions; extended periods of time viewing computer monitor, and possible exposure to dissatisfied individuals. Work involves potential contact with hazardous materials such as copier toner. Extended periods of time viewing computer monitor.

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to stoop, bend, kneel, crouch, reach overhead, above shoulders or horizontally, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate office equipment requiring repetitive hand movement and dexterity of hands and fingers and fine coordination including use of a computer keyboard and audio visual equipment; and hearing and speaking to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction to read and verify data and prepare various

**SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**  
**Library Technical Services Technician - *Continued***

materials, observe students and monitor activities.

**Hearing:** Hear in the normal audio range with or without correction.

Created: July 2003  
*Johnson & Associates*

Revised: January, 2023  
*Human Resources*