

## **SOUTHWESTERN COMMUNITY COLLEGE DISTRICT**

**CLASS TITLE: LIBRARY 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.

### **BASIC FUNCTION**

Under direction of the Supervisor of Library Services (or designee) oversee and perform routine library support functions; plans, coordinates, and oversees projects in periodicals and technical services; provide technical assistance to students, faculty, and the public in identifying and locating material resources; provide assistance in the use of Library equipment and computers; work with and provide guidance to student workers.

### **REPRESENTATIVE DUTIES**

1. Oversee and participate in the operations of periodical and journal subscriptions; maintain the Periodicals collection; order subscriptions; process deliveries; maintain shelving; provide assistance to students, faculty and staff in obtaining Periodical materials. **E**
2. Design, write, operate, and maintain various Periodicals databases, including spreadsheets and the library's Library Services Platform (LSP); provide staff and students access to a catalog of the periodicals collection and to enable computerized check-out/check-in services. **E**
3. Plan, coordinate and oversee inventory of periodicals; inventory and maintain periodical holdings and bibliographic item records. **E**
4. Collect and deposit the Library pay-for-print system\_revenues; operate and maintain the photocopier and printing vending service; collect, count, and deposit money; maintain records. **E**
5. 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**
6. Troubleshoot library equipment and computers. **E**
7. Operate and troubleshoot a variety of Library equipment including computers, printers, photocopiers, and multifunction printers, and scanners. **E**
8. Assist in selection and training of student workers. **E**
9. Maintain updated holdings information pertaining to periodicals print and electronic collection; update vendor provided electronic database holdings lists as needed; update Web page holdings list as needed. **E**
10. Ensures that money drawers are sufficiently prepared with change each day; secures cash drawers at closing; calculates and prepares deposit forms; makes periodic deposits following established procedures. **E**
11. Provides assistance to patrons at the circulation desk; circulates library materials; assists patrons in the use of photocopiers and other library equipment; lifts and places holds on student records; generates new and maintains existing library patron records; answers phones and email inquiries, directing reference and research questions to the appropriate Librarian. **E**

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12. Process intra-District library and interlibrary loan requests following established procedures; processes interlibrary loan lending requests from other institutions; explains interlibrary loan procedures and policies to library users; processes and circulates borrowed materials; fills requests from other libraries, ensuring adherence to copyright compliance guidelines for all interlibrary loan requests; processes fees; notifies reciprocal libraries of delinquencies; tracks and invoices lost materials. **E**
13. Prepare a variety of status, usage, and related reports. **E**
14. Communicate with other College departments, faculty and staff, vendors, students and the public; answer Periodicals related questions. **E**
15. Shelves, shelf-reads and shifts books and other materials within the library. **E**
16. Assists with displays and other special projects and provides clerical support services as needed; prepares reports; processes mail. **E**
17. Open and close the Library when necessary, turns lights and computers on and off, restocks supplies and locks and unlocks library entrances.
18. Perform related duties and responsibilities as required.

**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 troubleshoot a variety of equipment including computers, photocopiers, 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.
- Troubleshoot computer software problems.
- Use library classification and cataloging techniques.
- Instruct and assist students in proper operation and use of computers, photocopiers, and printing system.

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- 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 guidance 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 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:*

Equivalent to two (2) years of college level coursework in library science; **AND** two (2) years of increasingly responsible experience in ordering, receiving, processing, and circulation of library materials including experience with integrated library systems.

**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:** Library and office environment; Constant interruptions.

**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; 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.

**Vision:** See in the normal visual range with or without correction.

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

**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.

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*Johnson & Associates*

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