

## Barstow Community College

## Position Description

Position: Library Technician II	Salary Grade: 18
Department: Learning Resource Center	FLSA: Non-exempt

### **Summary**

Provides a variety of paraprofessional library services including, but not limited to technical support for automated library services including acquisition, processing, and cataloging new pre-existing printed and non-printed library materials, preparing bibliographies and processing interlibrary loans.

### **Essential Duties and Responsibilities**

- Coordinates and places orders for books, periodicals, electronic media resources, and a variety of supplies for library use within pre-established parameters and procedures. Researches cost, availability, reviews, and hard-to-find titles. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Assists students, staff, and the public by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers and equipment used in the library. Processes a full range of library material and fee transactions.
- Provides intermediate level reference services to students and staff using automated and manual resources.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.
- Maintains certain aspects of the Library budget by posting expenditures and fund encumbrances and maintaining up-to-date account balances for items such as books, supplies, microfilm, equipment, periodicals and other materials. Verifies cash receipts and prepares deposits. Prepares and submits approved budget transfer requests. Reviews periodic budget reports and prepares summaries for the Director.
- Performs copy and original cataloging for print and non-print materials using integrated library management systems and bibliographic utilities.
- Maintains automated cataloging systems by updating software releases, database resources, and internal information such as student lists, due dates, and location of collection items.
- Researches and resolves basic technical issues surrounding the automated systems, referring complex problems to the service provider or technology staff of the College.
- Prepares state and federal reports required of the library. Submits to the Director.
- Conducts "walk-and-talk" orientations for students and staff in areas such as but not

limited to, general use of the library, periodical research, bibliographic search, internet search, or use of electronic media.

- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer. Notifies vendors of missing and late periodicals; students of overdue periodicals.
- Performs bibliographic verification or searching involving either manual or computerized techniques requiring accuracy and knowledge of library terms and bibliographic elements.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- Processes and maintains records for requests, receipts, and returns of cooperative library system materials. Maintains records for lost and overdue books, fines. Issues grade and record holds based on student account balances.
- Plans, prioritizes, schedules, trains, and reviews the work of student assistants. Maintains student files and processes time cards.
- Organizes, coordinates, and conducts periodic book fairs and other library events.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Coordinates and conducts annual physical inventory of all Library materials.
- Circulates, schedules, and operates a variety of audiovisual equipment used in the library. May check-out and in, and deliver audio-visual equipment as needed.
- Schedules films and other presentations in and/or for the library.
- Performs routine clerical and record keeping duties.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

### ▪ **Knowledge and Skills**

Requires an in-depth procedural knowledge of library methods, practices and terminology including use of library card catalog and intermediate reference sources. Must have a complete understanding of the Dewey Decimal System of classification and the current American Library Association rules and trends for cataloguing. Requires a working knowledge of the processes for acquiring, cataloguing, classifying, and circulating library materials. Requires a working knowledge of machine-readable classification and coding. Requires a working knowledge of automated carding systems and records, integrated library management systems, and bibliographic utilities. Requires knowledge of and skill at conducting bibliographic searches. Requires a basic knowledge of multi-media equipment used in the library. Requires a complete understanding of Library operations,

goals and objectives. Requires a working knowledge of financial record keeping sufficient to maintain a departmental budget. Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs. Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums. Requires sufficient writing skills to document instructions on use of library services.

- **Abilities**

Must be able to perform all of the duties of the position with only general supervision and support. Requires the ability to follow detailed procedures such as standard library cataloging and filing rules. Must be able to apply and explain library services, layout, rules, and policies. Must be able to maintain the circulation and reference areas in a manner conducive to support research and studying. Requires the ability to deal courteously with library patrons including students and faculty. Must be able to perform routine clerical and record keeping duties. Requires the ability to operate a variety of office equipment such as: personal computers, common office productivity software, special library databases, microfilm readers/printers, and other peripherals found in libraries. Requires the ability to select, supervise, and review the work of student workers. Requires the ability to perform work assignments at all College locations. May be required to work evenings and weekends and at all College locations.

- **Physical Abilities**

Requires the ability to sit, stand, kneel, stoop, reach and twist. Requires sufficient visual acuity to recognize letters and numbers; hand-arm-eye coordination to use a personal computer keyboard; ambulatory ability to walk, move carts, and reach to selves for placement of lightweight objects (less than 10 pounds). Requires hearing and speech ability to project voice to a small group, and carry on conversations in person and over the phone.

- **Education and Experience**

The position requires the equivalent of an Associates Degree in library science curriculum and three years of experience in an academic library setting. Library Technician Certificate is preferred. Additional higher education enabling performance in all aspects of the job may be substituted for some experience.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where some safety considerations exist from physical labor and handling of medium weight, yet, awkward materials.

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*