

CITY OF ARCADIA

SENIOR LIBRARY TECHNICIAN

DEFINITION

Under direction, to lead, oversee, and participate in the more complex and difficult work of staff responsible for providing clerical and technical duties for the library; to assist the public in the use of library equipment, facilities, materials, and services; to perform acquisitions functions including ordering materials; and to record and input Library materials into the automated Library catalog.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level in the Library Technician class series. Positions at this level are distinguished from the Library Technician II level by performing the more complex and difficult clerical/technical work and may exercise technical and functional supervision over lower level staff and/or volunteers; have direct oversight of significant library work areas and/or work groups, and are held accountable for meeting organizational, strategic and performance goals related to the areas or groups assigned. Positions in this class may work within all divisions of the library and may be rotated according to the needs of the Department. The Senior Library Technician may be flexibly staffed and filled by advancement from the Library Technician II level with at least four years of experience and in accordance with the flexible staffing procedures in the Personnel Rules & Regulations.

SUPERVISION EXERCISED

Exercises technical and functional supervision over lower level staff and/or volunteers.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Depending on the assignment duties may include, but are not limited to:

Lead, plan, and review the work of staff responsible for providing clerical and technical duties in the assigned division.

Train assigned employees including in the areas of work methods, techniques, and the use and operation of equipment.

Assist the public in making the most effective use of the Library including answering directional questions; explain and demonstrate Library policies, procedures and facilities to patrons.

Operate a variety of office machines including computers, typewriters, and copiers.

When assigned to Circulation:

Operate the circulation desk; check materials in and out; retrieve and check-in Library materials from exterior drop boxes; maintain statistics of Library activity.

Compile overdue material lists; send notices; establish fines in accordance with Library practices; collect fines and charges for overdue and lost materials, postage, video, audio books, CD's, and CD-ROM's.

Receive and process reserve requests.

Answer questions and telephone inquiries from patrons regarding overdue books and renewal of Library materials.

When assigned to Technical Services:

Establish and maintain files and records pertaining to acquisitions services.

Order Library materials for the Adult and Children's Divisions by placing electronic or direct orders.

Put MARC records into the Library catalog and transfer to computer disc for inputting into the Library's main computer system.

Conduct title searches for materials ordered in the Library catalog; verify title, author, and ISBN are correct.

Receive materials after orders have been placed; certify contents are correct; check Library catalog and packing lists; give to cataloger for further processing.

Pay invoices, process check requests and requisitions.

OTHER JOB RELATED DUTIES

Perform related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

Principles of lead supervision and training.

Operations, services, and activities of a Library program.

Operating characteristics of the microfilm reader and printer.

Modern office practices, methods, and computer equipment.

Basic mathematical principles.

Dewey Decimal system.

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

Skill to:

Operate modern office equipment including computer equipment.

Type and enter data at a speed necessary for successful job performance.

Operate a variety of audio-visual and specialty equipment including projection system, poster printer, die-cut machine, label-maker, laminator, and specialty cutters.

Ability to:

Plan, organize, and review the work of part-time and temporary employees and volunteers in the area of work assigned.

Provide lead supervision and training to assigned staff.

Use computerized Library databases including the computer system.

Use the Library catalog.

Prepare and maintain accurate and complete records.

Respond to requests and inquiries from the general public.

Meet and deal tactfully and effectively with the public.

Understand and follow oral and written instructions.

Communicate clearly and concisely, both orally and in writing.

Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Minimum Qualifications:

Any combination of education and experience that would provide the required knowledge, skills and abilities is qualifying. A typical way to achieve this is:

Experience:

Four years of increasingly responsible technical and clerical library experience at a Library Technician II level or equivalent position.

Training:

Graduation from an accredited two-year college with an Associate of Arts degree in Library Science or a related field.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to sit, stand, walk, kneel, crouch, stoop, squat, crawl, twist, and lift, carry, push, and pull 20-30 lbs.

Effective Date: January 1999

Revised: September 2001; June 2021