

## POSITION DESCRIPTION

### Library Media Technician I

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**Position** ..... Library Media Technician I

**Department/Site** ..... Language Arts & Library

**FLSA** ..... Non-Exempt

**Evaluated by** ..... Library Supervisor

**Salary Range** ..... 26

#### **Summary**

Performs recurring clerical and para-professional library duties in a library involving requesting, receiving, basic cataloging, processing, and circulation of library materials. Provides information and assistance to library customers.

#### **Essential Duties and Responsibilities**

- Assists faculty, staff, students, and other visitors with use of the library. Assists them to find materials, pointing out them to use resource guides.
- Demonstrates the use of card catalogs and performs basic cataloging. May perform basic reference services. Refers more difficult requests to a Library Technician II or higher classification.
- Shelves new and returned materials (books, media, or periodicals) in the absence of student employees and assures data entry into the library system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials including those that are overdue.
- Processes a full range of library materials within established parameters.
- Provides technical services such as interlibrary loan including those required for cooperative library system materials, and maintaining the course reserve collection.
- Maintains current procedures manuals for the position. Cross-trains other staff members.
- Performs routine clerical and record keeping duties.
- Provides guidance and training to student employees.
- May assist students with use of computers in Library.
- Performs other duties as assigned that support the overall objective of the position.

#### **Qualifications**

##### **- Knowledge and Skills**

- Requires basic procedural knowledge of standard library methods, practices, and terminology including use of library card catalog and basic reference sources.
- Requires basic knowledge of a library classification system, subject headings, and library filing rules.
- Requires basic knowledge of automated carding systems and records.
- Requires sufficient communication skills in order to serve customers and to interact with staff and faculty.
- Requires sufficient arithmetic skills to arrange materials in numerical sequence and calculate sums needed for handling cash and recording circulation data.
- Requires sufficient English writing skills to document instructions on library procedures.
- Requires sufficient human relations skill to convey technical information to patrons and to provide work instructions to others.

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#### **Abilities**

- Requires the ability 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.
- Requires the ability to understand Library operations, goals and objectives.
- Must be able to maintain a circulation area in a manner that supports research and studying.
- Must be able to apply and explain library rules, regulations and policies.
- Requires the ability to deal courteously with library patrons.
- Must be able to perform routine clerical and record keeping duties.
- Must have the ability to work evenings and weekends.

#### **Physical Abilities**

- Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Requires hearing and speech ability for ordinary conversation and to project voice to a small group.
- Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment.
- Requires ambulatory ability to sit, walk, to move about office and campus environs, and to lift and carry light to medium weight materials on an intermittent basis.

#### **Education and Experience**

- A high school diploma, or the equivalent, and two years of library media-related experience.

#### **Licenses and Certificates**

- May require a valid driver's license.

#### **Working Conditions**

- Work is performed indoors where minimal safety considerations exist.