



## JOB DESCRIPTION

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<b>JOB TITLE:</b>	Library Technician	<b>FLSA:</b>	Non-Exempt
<b>DEPARTMENT:</b>	Library	<b>GRADE:</b>	A3
<b>REPORTS TO:</b>	Library Director	<b>DATE:</b>	10/06/2016

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### **SUMMARY OF JOB PURPOSE:**

Responsible for cataloging all incoming books, media and other materials for all library branches; performs circulation duties as required.

### **ESSENTIAL FUNCTIONS:**

*This class specification lists the major duties and requirements of the job and is not all-inclusive. Incumbent(s) may be expected to perform job-related duties other than those contained in this document and may be required to have specific job-related knowledge and skills.*

- Catalogs all library materials for the branches; performs bibliography searches to determine proper cataloging; attaches barcodes and spine labels; creates record sets to ensure date and branch designation; unpacks and verifies shipments; assists branches with cataloging issues.
- Compiles and accounts for all revenues from the branches before forwarding to Treasurer's Office.
- Responds to and resolves patron complaints and concerns in a timely and courteous manner; directs patrons to the general location of library materials.
- Performs mailing functions for incoming and outgoing shipments; prepares and receives interlibrary loan shipments.
- Performs library duties; checks items in and out; requests items for patrons; researches reference queries; issues new cards; resolves issues related to fines, returned items, etc.
- Performs minor book repairs and shelves items.
- Composes reports of location activities, revenues, operational statistics, etc.
- May deliver materials to branch locations.
- Orders materials and supplies as required.
- Contributes to the efficiency and effectiveness of the unit's service to its customers by offering suggestions and directing or participating as an active member of a team.
- Represents the County with dignity, integrity, and a spirit of cooperation in all relationships with staff and the public.

### **QUALIFICATIONS:**

*To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.*

### **Education and Experience:**

High School Diploma/GED; AND two (2) years of public library operations experience; OR an equivalent combination of education, training and experience.

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This job description indicates, in general, the nature and levels of work, knowledge, skills, abilities and other essential functions (as covered under the Americans with Disabilities Act) expected of the incumbent. It is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities required of the incumbent. Incumbent may be asked to perform other duties as required.



## LIBRARY TECHNICIAN

### Required Knowledge and Skills

Knowledge of:

- Principles and practices of public library operations and services.
- Business arithmetic.
- Practices and techniques of shipping and receiving operations.
- Automated library information systems and their use and operation.
- Policies and procedures related to accounting and funds management.
- Standard office practices and procedures, including filing and the operation of standard office equipment.
- Correct business English, including spelling, grammar and punctuation.
- Techniques for dealing with a variety of individuals, in person and over the telephone.

Skill in:

- Maintaining accurate records and files.
- Making accurate arithmetic calculations.
- Performing funds management and accounting duties.
- Using initiative and independent judgment within general policy guidelines.
- Organizing own work, setting priorities and meeting critical deadlines.
- Contributing effectively to the accomplishment of team or work unit goals, objectives and activities.
- Reading and explaining rules, policies and procedures.
- Dealing successfully with the public, in person and over the telephone.
- Using initiative and independent judgment within general policy guidelines.

### REQUIRED CERTIFICATES, LICENSES, AND REGISTRATIONS:

*Continued employment is contingent upon all required licenses and certificates being maintained in active status without suspension or revocation.*

- Nevada Driver's License.

### PHYSICAL DEMANDS & WORKING ENVIRONMENT:

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

Mobility to work in typical office setting and use standard office equipment; stamina to sit for extended periods of time; strength to lift and carry up to 50 pounds; vision to read printed materials and a computer screen, and hearing and speech to communicate in over the telephone.

Work is subject to operation of a motor vehicle and exposure to traffic.