



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LIBRARY TECHNICIAN II	CLASSIFIED	GRADE: K MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under general supervision, oversees the operation of a library department or specialized area; performs paraprofessional duties in the technical or public service areas of the library; may serve as a lead worker to other classified staff in the area; supervises student assistants and short-term, non-continuing personnel; and performs related work as required.

**SCOPE:**

The Library Technician II performs functions and services in an area of the library for all campuses and instructional sites. Utilizes current information technology to ensure access to library materials and to interface between multiple library and District-wide database systems; has comprehensive knowledge of a highly complex relational database system, library terminology, technology, rules and procedures. With an understanding of appropriate District purchasing, and accounting policies and procedures, as well as applicable laws governing copyrights, incumbents will be responsible for one or more of the following: Receiving, Cataloging, and Circulation of library materials.

**DISTINGUISHING CHARACTERISTICS:**

The Library Technician II is distinguished from the Library Technician I by the oversight of the operation of a library department or specialized area and assisting with the monitoring of a budget. This classification may act as a lead worker to other classified staff in the area.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Develops and implements policies and procedures relating to circulation, reserve, interlibrary loan, acquisitions and federal copyright laws; interprets and enforces library policies; maintains confidential patron records.
2. Develops and monitors database collection of all print, media and digital collections for the District; resolves discrepancies and regulates the electronic removal of bibliographic records from the automated database and withdrawal of obsolete and damaged library materials; repairs library materials according to conservation standards.
3. Directs the circulation of library materials; assists with annual electronic collection inventories; assists with the preparation and distribution of notices for overdue library materials and unresolved library charges; inputs data into District student account files to ensure accurate assessment and collection of library charges and fines.
4. Monitors on-line ordering, receiving and invoicing of books requested by library, administrative and academic staff; reconciles shipment, invoice and statement discrepancies and resolves problems and issues arising from the purchase of books and other library materials.
5. Maintains on-line budget records and controls expenditures for the library book budget, including related departmental campus budgets; verifies budget codes and availability of funds; collects and reconciles copy center monies.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

6. Develops detailed financial, bibliographic, and statistical records and designs special reports for the library, campus community, public and governmental agencies.
7. Resolves patron conflicts and issues. Maintains security and enforces rules of conduct.
8. Maintains and provides patron instruction for copiers, the network printing systems, print card dispenser, and microform printers; troubleshoots public workstations to ensure network accessibility.
9. May act as lead worker for Library Technician I. Supervises and trains student assistants and short-term, non-continuing personnel.
10. Schedules library room reservations and conducts tours.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Incorporate new and constantly changing technologies into the area workflow; recommend, interpret and apply library department policies; develop, interpret and implement rules and procedures; analyze situations and adopt effective courses of action; operate and maintain a wide variety of computerized library equipment; work independently with a minimum of supervision; maintain accurate records and perform mathematical calculations; analyze and diffuse disruptive situations; act as lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Operation of one or more modules of an integrated library automation system, preferably Voyager; current library terminology, rules and procedures; bookkeeping and fiscal management practices; variety of computer software applications and databases, including OCLC; Library of Congress cataloging rules and procedures; and federal laws regulating copyright and interlibrary loans; and demonstrated knowledge of library terminology, rules and procedures.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

Two years of college coursework with significant coursework in Library Science.

*Experience:*

Three years experience working in a library. Experience directing the work of others is preferred.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing library duties.