



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

JOB DESCRIPTION:

Under direction, has primary responsibility for coordinating the operation of a major library service area; provides high level support and oversight in a technical or public service area; serves as liaison between a service area and the District-wide community; may act as back-up in a different area of the library; may serve as a lead worker to other classified staff; supervises student assistants and short-term, non-continuing personnel; and performs related work as required.

SCOPE:

The Library Technician III has primary responsibility for the coordination of complex 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 interfaces between multiple library and District-wide database systems; has a 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 have primary responsibility for one or more of the following areas: Acquisitions, Interlibrary Loans, Circulation, Reserves, or Periodicals.

DISTINGUISHING CHARACTERISTICS:

The Library Technician III is distinguished from the Library Technician II by the level of independence, complex coordination and problem solving required. This classification has a significant role in assisting in the development and oversight of an area budget, program area, or library-related student accounts. This classification acts 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. Initiates the development and implementation of 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; coordinates the annual electronic collection inventories; prepares and distributes notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines.
4. Initiates on-line ordering, receiving and invoicing of books, periodicals, equipment and supplies requested by library, administrative and academic staff; reconciles shipment, invoice and statement discrepancies and resolves problems and issues arising from the purchase of books, periodicals, library services, supplies and equipment.

KEY DUTIES AND RESPONSIBILITIES (Continued):

5. Oversees on-line budget records and controls expenditures for various funds in the library budget, including related departmental campus budgets; verifies budget codes and availability of funds; collects and reconciles copy center monies.
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. Maintains security of book collection; troubleshoots and monitors book detection system.
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 II. Supervises and trains student assistants and short-term, non-continuing personnel.
10. Coordinates the District's Interlibrary Loan Services; researches, analyzes and verifies ILL requests via multiple online databases; determines appropriate interlibrary loan lending sources; fulfills interlibrary loan requests from regional, national, and international libraries from library collections utilizing the OCLC WorldCat Resource-sharing database; assesses, bills and issues payment for overdue interlibrary loan material.

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 automations 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.

EMPLOYMENT STANDARDS (Continued):

Experience:

Four 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.