DATE	May 2011
JOB CODE	
FLSA	NON-EXEMPT
EEO	

JOB TITLE: Senior Library Technician
DEPARTMENT/DIVISION: Library
REPORTS TO: Library Supervisor

SUMMARY: Responsible for performing paraprofessional support in a library to include: assisting patrons with library systems, equipment, and databases; answering reference questions; locating books and periodicals for patrons. Also responsible for performing complex paraprofessional work to include: developing, planning, scheduling, and implementing special library programs or events; requesting materials from other libraries through interlibrary loan; processing interlibrary loan returns; and, keeping statistics. Work is performed with limited supervision.

ESSENTIAL JOB FUNCTIONS:

- Provides exemplary customer service to the public, co-workers, and supervisors.
- Adapts in a constantly changing environment.
- Responds to requests for reference information from library customers.
- Assists customers with finding library materials.
- Assists customers in the use of library resources.
- Participates within various committees or groups as a team player
- Appraises new books and/or resources.
- Prepares and maintains library displays.
- Performs circulation desk duties, which includes: checking in/out borrowed materials; collecting fines and fees; issuing library cards; sorting materials; and/or, performing other related activities.
- Participates in maintaining the cleanliness and organization of the library.
- Monitors the availability of forms, flyers, and/or other public information. Assists and backs up in other areas as assigned. Performs other duties as assigned.

POSITION SPECIFIC JOB FUNCTIONS:

Acquisitions

- Ensure that materials are properly recorded in the library system, utilizing MARC language and Anglo-American cataloging rules.
- Processes standing orders, which includes: receiving standing orders; maintaining related records; contacting vendors to order and request replacements for missing or damaged items; and/or performing other related activities

Youth Services

- Assists in planning and performing age and interest appropriate programs/workshops for children, parents, caregivers and/or educators in-house and through outreach, which includes storytelling, book discussions/talks, reader's theater, writing workshops, festival planning/participation, and/or other related activities.

Information Services

- Initiates and/or responds to inter-library loans requests to and from other libraries.
- Receives, processes, and returns materials on loan from other libraries.
- Contacts vendors to order and/or claim missing and damaged periodicals, including magazines and newspapers.

SUPERVISORY/BUDGET RESPONSIBILITIES:

- None.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Knowledge of the Dewey decimal system;
- Knowledge of automated library systems;
- Knowledge of library operations, principles, and practices;
- Knowledge of applicable databases;
- Knowledge of customer service methods and techniques;
- Skilled in resolving customer complaints and concerns;
- Skilled in maintaining organization;
- Skilled in developing age-appropriate library programs;
- Skilled in attending to details;
- Skilled in obtaining library materials utilizing established guidelines and procedures;
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures;
- Skilled in operating a computer and related software applications;
- Skilled in communicating effectively with a variety of individuals.
- Ability to provide exemplary customer service;
- Ability to participate within a group and be a team player
- Ability to think quickly in a variety of situations and respond creatively.
- Ability to adapt in a constantly changing environment
- Ability to learn from new experiences and apply those experiences accordingly
- Ability to value coming to work each day

MINIMUM QUALIFICATIONS:

- High School Diploma or G.E.D.
- Two years related library experience.

PREFERENCES:

- Bi-lingual in English/Spanish

WORKING CONDITIONS:

- Work is performed in public library environment
- Must be able to stoop, bend, walk and reach to heights up to 7 ft. with the aid of step stools
- May be subject to retrieval of books and materials from shelves up to 7t ft. high with the aid of step stools
- Sits and stands for extended period of time assisting customers with public access catalog training, retrieving materials and answering desk phones.
- Must be able to push, pull or lift up to 50 pounds.

CONDITIONS OF EMPLOYMENT:

- Must pass pre-employment drug test.
- Must pass criminal history check.
- Must pass motor vehicle records check.