



DATE	August 2023
JOB CODE	
FLSA	NON-EXEMPT
EEO	

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

**SUMMARY:** Responsible for performing paraprofessional support for Library Services to include: assisting customers with library systems, equipment, and databases; answering informational questions; locating material and periodicals. Also responsible for performing complex paraprofessional work in assigned area.

**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 in the use of library resources.
- Participates within various committees or groups as a team player.
- Prepares and maintains library displays.
- May perform duties which include: checking in/out borrowed materials; collecting fines and fees; sorting materials; and/or, performing other related activities.
- Assists with a variety of public service needs, including working the service desk, handling detailed and sensitive patron interactions, assisting in community outreach and programming efforts, and working toward increasing community understanding of Library services.
- Performs other duties as assigned.

**POSITION SPECIFIC JOB FUNCTIONS:**

**Collection Resources**

- Ensure that materials are properly recorded in the library system, utilizing MARC language and Resource Description and Access cataloging rules (RDA).
- 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.
- Contacts vendors to order and/or claim missing and damaged periodicals, including magazines and newspapers.
- Initiates and/or responds to inter-library loans requests to and from other libraries.
- Receives, processes, and returns materials on loan from other libraries.
- Maintains a variety of statistics and records and creates reports based on them.

## **Youth Services**

- Plans, performs, promotes, supports and evaluates age and interest appropriate programs for youth, families and educators, both in-house and in the community.
- Offers readers' advisory and Library resource support to youth, families, educators and community partners.

## **SUPERVISORY/BUDGET RESPONSIBILITIES:**

- None.

## **KNOWLEDGE, SKILLS, AND ABILITIES:**

- Ability to adapt in a constantly changing environment
- Ability to participate within a group and be a team player
- Ability to provide exemplary customer service
- Ability to think quickly in a variety of situations and respond creatively
- Knowledge of basic library principles and practices
- Knowledge of applicable theories and principles related to area of assignment
- Knowledge of applicable databases
- Knowledge of research methods and practices
- Skilled in communicating effectively with a variety of individuals
- Knowledge of cataloguing systems
- Skilled in conducting reference interviews to determine the needs of the patron
- Skilled in developing, evaluating, recommending, and implementing appropriate services and programs related to area of assignment
- Skilled in evaluating web sites for reliability, accuracy, and appropriateness
- Skilled in maintaining sensitive and confidential information
- Skilled in operating modern office equipment, related software and web applications
- Skilled in reading, interpreting, applying, and explaining rules, regulations, policies, and procedures
- Skilled in resolving customer inquiries and concerns

## **MINIMUM QUALIFICATIONS:**

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