

PERSHING COUNTY CLASS SPECIFICATION

LIBRARY TECHNICIAN I/II

DEFINITION:

Under general supervision, assists library patrons; answers questions; performs clerical work in collection, maintenance and library services; assists in library programs; and performs other work as assigned.

DISTINGUISHING CHARACTERISTICS:

Library Technician I is distinguished from Library Technician II in that the latter is fully cross trained in all areas of library patron services and is assigned a full range of duties and responsibilities.

Library Technician I is an entry level class initially under close supervision, as experience is gained; incumbent works more independently within established guidelines. Progression to Level II is based upon certification by the department head that the employee meets the qualifications for Level II. Employees in the class of Library Technician I are normally expected to qualify for promotion to Library Technician II within twelve months of employment.

Library Specialist I/II is distinguished from the Library Technician I/II in that the former has responsibility for the development of a collection in addition to providing library services tailored to the needs of specific group of patrons.

ESSENTIAL FUNCTIONS: (Performance of these functions is the reason the job exists. Assigned job tasks/duties are not limited to the essential functions).

The duties listed below are examples of the work typically performed by employees in this class. An employee may not be assigned all duties listed and may be assigned duties which are not listed below. *Marginal duties* (shown in *italics*) are those which are least likely to be essential functions for any single position in this class.

1. Assists library patrons in locating materials in the statewide library system; answers questions concerning library services and programs; explains rules, regulations and procedures of the library; researches patron requests and inquiries; assembles special collections for regular customers.
2. Evaluates requests for collection inclusion; makes recommendations related to the collection based on appropriateness, circulation demand and availability and input from patrons.
3. Checks library materials in and out; collects fines and fees; issues library cards; shelves books and other materials; identifies books and collectibles that are damaged and require repair; straightens tables, work areas and collections; processes overdue notices and records; enters information into computer and other record systems.

4. Maintains a special collection of books, newspapers, publications, artifacts, and other documents such as oral histories and donated items of historical value; cross references the content for accessibility; promotes and participates in various library programs; determines the best method to display content of collection.
5. Processes incoming materials; determines preservation requirements; attaches new collection items to the record system; withdraws and discards library materials from the collection in accordance with established procedure.
6. Maintains library record system while ensuring the confidentiality of the individual records of all patrons; compiles, tabulates and records statistical data; completes reports.
7. Does research, conducts interviews and compiles the content of a special collection for the library archives; assists in the development of the guidelines for accessibility; functions as a resource for collection search activities.
8. Prepares and presents children's programs including pre-school story times, elementary activity times, toddler times, craft times, and special events.
9. Assists with preparation and presentation of programming for teens and adults, including classes, crafts, games, workshops and special events.
10. Responsible for keeping abreast of new books entering the department and having knowledge of current literature to use as an aid in book selection.
11. Assists with library collection maintenance including mending and discarding of library materials and shifting and shelving as needed.

QUALIFICATIONS FOR EMPLOYMENT

Knowledge and ability

Knowledge of: basic library procedures and record keeping; research methodology, correct English usage, grammar, spelling, punctuation and vocabulary.

Ability to: find information necessary to answer patron's questions; file numerically and alphabetically; use library resources and equipment; use Microsoft Word and Excel; manage computer files; maintain library records keeping systems; establish and maintain effective working relationships with employees and the general public; work with a variety of people both in person and on the telephone.

Special requirements

Submit to fingerprinting and possess ability to pass a background investigation. Some positions may require possession of a valid Nevada driver's license at time of employment. Some travel is required.

Experience and training

Any combination of training, education and experience that would provide the required knowledge and abilities. A typical way to gain the required knowledge and ability is:

Level I: Graduation from high school and working knowledge of Microsoft Office. Ability to load and unload software and perform minor computer maintenance.

Level II: Graduation from high school and one year of library experience. Working knowledge of Microsoft Office. Ability to load software and perform minor computer maintenance.

PHYSICAL DEMANDS

Strength, dexterity, coordination and vision to use keyboard and video display terminal for prolonged periods on a regular basis. Dexterity and coordination to handle files and single pieces of paper; occasional lifting of items weighing up to 25 lbs. such as books, magazines, cartons, files, stacks of paper, reference and other materials. Moving from place to place within the library; some reaching for items above and below desk level.

WORKING CONDITIONS

Generally clean work environment with limited exposure to conditions such as dust, fumes, odors, or noise; periodic contact with angry and upset individuals; frequent interruptions of planned work activities by telephone calls, office visitors, and response to unplanned events. Computer use on a daily basis.

FLSA Status: Non-Exempt

Employee's Acknowledgment:

Employee's Signature

Date Signed