

CLASSIFICATION SPECIFICATION

Senior Library Technician

FT/PT Class Code: 4057, 4557 Pay Grade: B/C 08 FLSA: Non-Exempt Rev. 10/31/16

SUMMARY STATEMENT: An incumbent is responsible for providing information and assistance to library clientele and for performing a variety of services for the Head Librarian.

NATURE AND SCOPE:

An incumbent typically reports to the Head Librarian and is responsible for providing informational assistance to people utilizing the campus library. An incumbent may supervise support staff. Class incumbents also perform a variety of secretarial/clerical duties, including recordkeeping, typing, and report preparation. A significant aspect of the work is providing assistance to the Head Librarian in generating, analyzing, and interpreting statistical library data for collection development. The incumbent staffs the circulation function of the library and participates in the acquisition process as needed.

PRINCIPAL ACCOUNTABILITIES:

An incumbent may perform any combination of the below listed accountabilities:

1. Generates, interprets, and analyzes statistical reports for subsequent submission to the Head Librarian.
2. Recommends future library acquisitions to supervisor.
3. Analyzes utilization trends by instructional departments, partner institutions, and community patrons to ensure their needs are being met.
4. Provides information and assistance to students, faculty, staff, and community patrons.
5. Interacts with academic librarians from partner institutions for book acquisition and selection.
6. Assists students and community patrons in identifying and clarifying their informational needs, and in locating and utilizing library resources to meet those needs.
7. Maintains records relating to student data holds on delinquent library materials.
8. Supervises, trains, and evaluates part-time employees; develops work schedules.
9. Maintains special collections, including print, microfilm, and microfiche. Communicates with vendors regarding purchases for both print and non-print materials.
10. Performs other related duties as required.

KNOWLEDGE, SKILLS, AND ABILITIES:

- ◇ Knowledge of the operation of the campus library.
- ◇ Knowledge of College programs, procedures, policies, services, systems, and operations.
- ◇ Knowledge of office practices and procedures.
- ◇ Knowledge of grammar, punctuation, and spelling.
- ◇ Knowledge of filing and recordkeeping techniques and procedures.
- ◇ Skill in operating office machines and equipment.
- ◇ Skill in locating library materials.
- ◇ Good communication, decision-making, critical thinking and organizational skills.
- ◇ Ability to compose routine correspondence.
- ◇ Ability to compile reports.
- ◇ Ability to effectively serve a wide variety of patrons.
- ◇ Ability to elicit information to determine patron needs.
- ◇ Ability to communicate effectively, both orally and in writing.

MINIMUM QUALIFICATIONS:

- ◇ High school diploma or GED, and four (4) years of relevant experience; or other equivalent combination of education and experience.