

**CITY OF CONCORD
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY TECHNICIAN
DEPARTMENT: PUBLIC LIBRARY
REPORTS TO: VARIOUS

DATE: 12/18

JOB SUMMARY:

Assist the public in locating information, interpreting the collection, and providing reader's advisory services. Responsible for duties at the Concord Public Library and in the Community Center on the Heights.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Provides reference and reader's advisory services for patrons; assists in the location of sources and the selection of materials, instructs patrons in the use of online catalog.

Oversees the development and maintenance of areas of the collection as assigned; uses standard selection tools and guidelines as outlined in the Selection Policy to order new material with budgeted funds; removes worn or unused books from the collection.

Performs circulation functions; checks out materials; registers new library patrons and renews expired registrations; collects and records payment of fines; places requested items on reserve; explains library policies and procedures, sorts returned materials for shelving by pages; balances monies collected; aids patrons in the use of self-check machine.

Performs Technical Services functions; utilize the library's automated system to catalog materials; receive, invoice and process new materials; perform Interlibrary Loan tasks.

Participates in program planning and production.

Ensures that the library is maintained in an orderly manner;.

Provides staff coverage at branch library.

Processes and delivers intra-branch and interlibrary loan requests.

Develops displays to promote library services.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Personal Computer and/or Terminal	Copier	Telephone
Handheld Calculator	Audio-Visual Equipment	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

Bachelor's degree or equivalent from a four-year college or university in Library Sciences or other related field; and, one year of related experience; or, any combination of education, training and experience which provides the knowledge, skills and abilities required for the job.

Licenses and Certifications:

None.

KNOWLEDGE, SKILLS, AND ABILITIES: (Depending on area of assignment)

Knowledge of:

Library policies, procedures, terminology, and materials.

General office procedures, including computer usage and applications.

Basic mathematical computations, such as addition, subtraction, multiplication, and division.

Skill in:

Communicating clearly and effectively, both orally and in writing.

Assisting patrons with various library services and operations.

Using a computer to enter and retrieve information.

Sorting and categorizing library books and materials in standard order.

Making change in money.

Recording monetary transactions using basic bookkeeping techniques.

Mental and Physical Abilities to:

Establish and maintain effective working relationships with library personnel and patrons.

See and read written material.

Perform the duties of the position while sitting at a desk or table or while intermittently sitting, standing, stooping, bending, or crouching.

Frequently lift light and occasionally heavy objects.

Working Conditions:

The work is performed in a library.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.