

Job Title: Library Technician II	Hours per week:	FLSA Status: Non-Exempt
Reports to: Library Director	Department: Library	Grade: 3
Created date:	Revised date:	Approved date: 05/03/2010
Created by:	Revised by:	Approved by:

**TOWN OF STERLING
LIBRARY TECHNICIAN II**

Statement of Duties

Performs paraprofessional librarian tasks for a library department; all other related work as required.

Supervision

Works under the direct supervision of library associate, library director, or assistant director, who provide work assignments and work direction; performs tasks with a high degree of independence. Library policies and procedures are available and must be observed and followed.

Job Environment

This is varied work, involving many detailed questions at times, but much of the work is of a repetitive nature. Incumbent understands sequence of tasks to be performed and performs them with accuracy. Some creativity and originality is called for, especially in assisting in setting up special programs, exhibits and displays. Regular library schedule requires evening and weekend work.

Errors could result in delays or loss of service and monetary loss for the town.

Essential Functions

The essential functions or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

Assists readers in location of books, periodicals and other materials in person and over the telephone. Charges and discharges books in accordance with department procedures. Checks in and distributes materials ordered from, or to be sent to, other libraries.

Collects fines and payment for lost books and enters in computerized cash register; prepares and mails overdue notices.

Mends books, glues loose or torn pages, covers jackets and performs general repair tasks. Performs clerical duties associated with the inter-library loan service.

Performs data entry searches for requested items, searches statewide and nationwide databases for materials, use of personal computer in ordering supplies.

May assist with children's programs, or create library displays.

Performs other similar or related work as required or as situation dictates.

Recommended Minimum Qualifications

Education and Experience

An incumbent in this position must be a high school graduate or equivalent, and ideally have an Associate degree in Liberal Arts and must have at least two (2) years experience in library work or other equivalent combination of education and experience.

Knowledge, Ability, and Skill

Working knowledge of library operations and library services and of data processing and automation as related to library operations and services, and a working knowledge of library policies and procedures in order to explain programs and services to others.

Ability to interact in a positive and effective manner with employees and the general public. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment including calculator, copy machines and computer. Understand and use computer software and hardware. Research information for a wide variety of library users.

Excellent employee relations and public relations skills and ability to handle multiple tasks. Good judgment, motor operating skills and ability to maintain effective staff and customer relations.

Physical and Mental Requirements

Work is performed in an office setting, subject to quiet to moderate noise. Up to two-thirds of the time is spent standing, walking, sitting, stooping, or reaching with hands and arms. Up to two-thirds of the time is spent using hands to finger, handle or feel, talk or listen. Frequently the incumbent will lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the incumbent lift up to 60 pounds. Specific vision abilities include close vision and the ability to adjust focus. The compactness of space and accessibility could cause inconveniences and stress at times. Equipment used includes personal computers, office machines.

This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and requirements of the job change.