

# CITY OF FOLSOM

## LIBRARY TECHNICIAN

### **DEFINITION**

Under direction, perform a variety of activities such as acquisition, cataloging, and patron assistance; perform a variety of paraprofessional support duties related to the functions and programs of the libraries. Incumbents may oversee, monitor, and/or direct the work of lower level personnel.

### **DISTINGUISHING CHARACTERISTICS**

The Library Technician is the paraprofessional journey level in the Library series. The Library Technician is distinguished from the Library Assistant in that the former performs technical duties requiring solid knowledge of library materials and procedures and is responsible for the more complex library support functions and programs. This class is distinguished from the Librarian classification in that the latter performs a variety of professional librarian responsibilities in support of the Folsom Public Libraries.

### **EXAMPLES OF ESSENTIAL DUTIES**

**NOTE: The following are the duties performed by employees in this classification. However, employees may perform other related duties at an equivalent level. Each individual in the classification does not necessarily perform all the duties listed.**

- Act as a liaison with cooperative libraries and fill requests from other libraries.
- Plan, coordinate, and/or conduct special programs such as story hours or reading programs.
- Perform community outreach programs.
- Conduct and oversee inventories of books and other library materials.
- Maintain bibliographies and create book lists; conduct bibliographic searches using a library computer system.
- Provide patrons with information about library resources, materials, and services; maintain an automated, comprehensive, accurate, and current database of information on available library resources.
- Recruit, train, and supervise volunteers and lower level staff to carry out program goals.
- Interpret library policy in absence of a Librarian.
- Develop promotional materials, including news releases and flyers.
- Collect fines and fees; assist patrons in locating library materials and using library resources.
- Check out and check in library materials to patrons.
- Register patrons, establish eligibility status, and input information into database.
- Acquire, process, and maintain library materials including basic cataloging.
- Compile data and prepare summary activity reports including circulation, number of materials added/discarded, materials processed and held, patrons served, and other statistics.

- Participate in the preparation and maintenance of displays and exhibits.
- Give group tours to children, parents, and organizations.
- Communicate effectively verbally and in writing.
- Perform related duties as assigned.

### **EMPLOYMENT STANDARDS**

**NOTE: The level and scope of the following knowledge and abilities are related to duties listed under the “Examples of Essential Duties” section of this specification.**

#### **Knowledge of:**

- General procedures involved in receipt, circulation, and storage of library materials.
- General library classification and filing systems.
- Principles and practices of work safety.
- Standard library practices, techniques and terminology.
- Standard public library procedures including cataloging, bibliographic search, procedures, and the use of reference sources and materials.
- Modern office procedures.
- Methods and computer equipment.
- Alphabetical, numerical, and chronological filing systems.
- Basic mathematical principles.
- Recordkeeping practices and principles.

#### **Ability to:**

- Review documents related to library operations.
- Observe, identify, and problem solve library operations and procedures
- Work with various cultural and ethnic groups in a tactful and effective manner.
- Work fairly and courteously with the public; and work effectively with interruption.
- Learn to prepare effective technical reports with recommendations and findings.
- Communicate clearly and concisely, both orally and in writing.
- Learn computerized cataloging, bibliographical, and circulation system databases and rules for entry of materials.
- Learn library practices and procedures.
- Learn location of materials in the library.
- Work accurately with alphanumeric codes.
- Assist patrons in the location and use of library materials.
- Type at a speed necessary for successful work performance.
- Operate a personal computer and use software; use a calculator, typewriter, telephone, facsimile machine, photocopy machine
- Establish and maintain effective working relationships with those contacted in the course of work.

## **Minimum Qualifications:**

### **Education:**

Equivalent to a bachelor's degree in library science, English, Liberal Arts or a closely related field from an accredited college.

### **Experience:**

Two (2) years of full-time clerical experience working in a library.

### **Substitution:**

Additional qualifying experience can substitute for the required education on a year-for-year basis for up to two years.

## **License, Certificate, Registration Requirements:**

Some positions may require the possession of, or the ability to obtain and retain, a California Class C driver license by the time of appointment. Individuals who do not meet this requirement due to a disability will be reviewed on a case-by-case basis.

## **Physical Requirements:**

Work is performed in a typical office environment. (1) Mobility: frequent use of keyboard; frequent sitting and standing for long periods of time; occasional bending or squatting. (2) Lifting: frequently up to 10 pounds; occasionally up to 25 pounds. (3) Vision: constant use of overall vision; frequent reading and close-up work; occasional color and depth vision. (4) Dexterity: frequent repetitive motion; frequent writing; frequent grasping, holding, and reaching. (5) Hearing/ Talking: frequent hearing and talking, in person and on the phone. (6) Emotional/ Psychological: frequent decision-making and concentration; frequent public and/or coworker contact; occasional working alone. (7) Environmental: frequent exposure to noise.

## **Information Block**

Class Code:

FLSA Status:

Established:

Revised:

Retitled:

Workers Compensation Code

Bargaining Unit: