



## **SENIOR LIBRARY TECHNICIAN**

### **BASIC FUNCTION**

Under the direction of an assigned supervisor, provide complex technical library assistance and services to students and patrons and assist in cataloging and maintaining library resources.

### **DISTINGUISHING CHARACTERISTICS**

This classification requires an advanced skill level in library science and services in serving faculty and library patrons and in procuring, cataloging, and maintaining library resources. The incumbent must be able to work independently with little direction and serve in a lead role over other library staff and student employees.

### **ESSENTIAL DUTIES & RESPONSIBILITIES**

*The following duties and responsibilities describe the general nature and level of work being performed. It is not intended to be restricted or construed as an exhaustive list of all duties and responsibilities required of individuals so classified, and not all duties listed are necessarily performed by each employee in this classification.*

1. Coordinate and process the acquisition of library materials including books, periodicals, special collections, and non-print media using Library Operation System, and Electronic Networking Services.
2. Coordinate the cataloging and processing of new resources, print and non-print. Catalog library resources and materials into the Library Automation System.
3. Manage the technical processing of library materials for access. Prepare for shelving: affix pockets and labels; maintain shelf list and shelf books.
4. Plan and implement the periodicals, serials, and journals budget in conjunction with librarians and library administrator.

5. Prepare and maintain comprehensive records and reports related to the circulation of library materials; prepare a variety of reports related to library usage, interlibrary loans, overdue materials, fines collected, and other data collected at the circulation desk.
6. Check in and distribute new periodicals, serials, and journals to shelves and other departments on campus; enter periodicals, serials, and journals details onto Library Operation System and Network Cataloging Databases.
7. Process and submit an annual renewal of subscriptions to a designated subscription service. Maintain a list of subscriptions for campus departments. Communicate with subscription vendors to order materials and process claims for missing copies and expired materials.
8. Respond and provide information to reference inquiries from students, staff, and the public. Refer patrons to a professional librarian as needed.
9. Conduct and assist with special research for faculty and students as required.
10. Perform inventory of library materials and resources as required. Remove library materials and resources from inventory as appropriate. Generate appropriate library automation systems reports before and after inventory.
11. Prepare the lab for use by turning equipment on and checking to ensure proper working conditions. Operate and instruct library patrons in the operation of computer terminals, copiers / printers, related software, and peripheral equipment.
12. Perform circulation desk activities according to established library policies and procedures as assigned.
13. Update and maintain the library website.
14. Train and provide work direction to student assistants, participate in the selection, assignment, and scheduling of student workers.
15. Assist in maintaining the library in a clean and orderly condition that is conducive to a studious learning environment.
16. Assist in the preserving, mending, and repairing of library books and materials.
17. Perform job related duties as assigned.

## QUALIFICATIONS

### Knowledge Of:

- Library policies, procedures, and terminology.
- Operation and use of automated and manual cataloging systems.
- Basic operation of computers and related peripheral equipment.
- Library security measures.
- Library reference databases.
- Record keeping and basic budgeting.
- Book maintenance and repair.
- Modern office practices, procedures, and equipment.
- Basic principles of training and work direction.
- Library resource procurement processes.
- Oral and written communication skills.
- Interpersonal skills using tact, patience, and courtesy.

### Skills and Abilities To:

- Perform clerical and library circulation duties.
- Operate office equipment and applicable software.
- Train and provide work direction to student employees.
- Work Independently
- Exercise good judgment, tact, courtesy, and patience.
- Establish and maintain cooperative working relationships with others.
- Effectively communicate both orally and in writing.
- Conduct library research.
- Maintain records and prepare reports.
- Balance and prioritize work to meet deadlines.
- Demonstrate a commitment to diversity, equity, inclusion, and accessibility.

### Education and Experience:

Associate degree and two years of library or related experience. Equivalency to the associate degree may be substituted with four (4) additional years of related full-time experience.

### Certificates, Licenses, Special Requirements:

Certain assignments may require a valid California driver's license and the ability to maintain insurability under the district's vehicle insurance program.

**Other Requirements:**

Imperial Community College is committed to creating an academic and work environment that fosters diversity, equity, and inclusion and equal opportunity for all, and ensures that students, faculty, management, and staff of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion makes our district a unique and special place for individuals of all backgrounds. It is important that our employees' values align with our District's mission and goals for Equal Opportunity, Diversity, Equity, Inclusion, and Access.

**WORKING CONDITIONS****Work Environment:**

Office and outdoor environment.

**Physical Demands:**

Sitting for long periods of time; physically typing and looking at a computer screen; operating office equipment; intermittent standing, walking, reaching, pushing, lifting up to 10 pounds, bending, and stooping.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this classification.

**Mental Demands:**

Frequent interruptions; communicate effectively by phone, in writing, and in person with others; working multiple tasks concurrently; effectively process information to make sound judgements and decisions.