

Library/Media Technician I (Technical Services) (Academic Library):

Job Description: Reporting to and under the supervision of the Dean with daily work direction from the Head Librarian and in conjunction with departmental academic librarians and higher level Library/Media Technicians performs a variety of library/media technical and clerical functions related to the circulation, acquisition, and cataloging/processing of print and non-print materials and related equipment. Performs technical duties related to the acquisition and cataloging of library materials in addition to special projects as assigned. Maintains library materials and equipment. Performs other related duties as assigned.

MINIMUM REQUIREMENTS

Experience: One (1) year of full-time equivalent experience working in community colleges, universities, K-12 schools, government-regulated agencies or equivalent experience involving customer service or general clerical duties to assist the public.

Education: Education equivalent to an Associate's degree (60 semester units) from an accredited college or university is required. *Two years direct experience in addition to that identified above may be substituted for each year (30 semester units) of college plus a library/media technician certificate.*

DESIRABLE QUALIFICATIONS

- Work experience in an educational and/or public library.
- Technical service work experience in an educational and/or public library.
- Proficient in MS Office Suite software applications (Word, Excel, Access, and Outlook).

ESSENTIAL DUTIES

1. Utilizes library client/server software with integrated cataloging, serials, and academic reserve/circulation modules. Processes circulation and non-circulation materials according to established procedures.
2. Receives, reconciles, and verifies vendor orders for all new library material.
3. Prepares all new library materials. Labels, processes, and security tags library material in a variety of formats. Encodes security tags.
4. Searches, matches, edits, and attaches item numbers to catalog records to include addition, deletion, and modification of information. Edits new book list reports and maintains library gift book information.
5. Maintains close-captioned video project spread sheet. Prepares other records and reports as directed. Distributes information as necessary.
6. Maintains statistical and inventory records and participates in the inventory process, including record maintenance.
7. Performs and/or assists in the repair of damaged materials.
8. Provides work direction to student workers and short-term employees.
9. Performs a variety of clerical duties including word processing, scanning, filing and duplicating.
10. Retrieves and delivers materials moving between the technical services unit and other library units or elsewhere throughout the district.

11. Assists departmental staff with various tasks and projects, as directed.
12. Collaborates with other College departments, as necessary.
13. Participates in staff meetings and attends training as required.
14. Performs other related duties as assigned.

DEMONSTRATED KNOWLEDGE

- Library terminology and standard library practices, including the Library of Congress classification system, AACRS cataloging rules, and MARC 21 bibliographic record structure.
- Equipment, materials, supplies and related items used in all areas of the library.
- Operation and use of computers, library automation software including OCLC bibliographic database, and Microsoft Office Suite software; Word, Excel, Outlook.
- Library policies and procedures.
- Equipment, materials, supplies and related items used in all areas of the library.
- Filing and recordkeeping techniques.

DEMONSTRATED ABILITIES

- Learn to interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Provide general assistance and information to students, staff and the public.
- Operate a variety of library/media equipment, including computer and appropriate software and perform routine maintenance on equipment.
- Work independently and effectively performing responsible and technical library/media functions.
- Establish and maintain cooperative and effective working relationships with students, staff, and others in connection with scope of work.
- Prepare and maintain a variety of records and files and be able to present clear and comprehensive reports.
- Work effectively and demonstrate currency of knowledge of computers and other forms of advanced technology utilized in providing high-quality services.
- Communicate effectively both orally and in written form.
- Understand and carry out oral and written directions.
- Train and provide work direction to others.
- Work at any district location during day and/or evening hours including occasional weekends on an as-needed basis.
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and community.