

PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982

CLASSIFIED JOB DESCRIPTION

**LIBRARY TECHNICIAN II
(SEIU Local 1021 Salary Range 40)
Job Code: 076**

CLASS PURPOSE

Under general supervision, the Library Technician II performs journey level work involving library clerical and technical duties.

WORK SCHEDULE

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. Some positions in this class may work a swing shift. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- participates in processing of new library materials, including checking prices, stamping, typing catalog cards, and labeling spines
- orders books and materials as directed by Librarian, does necessary bibliographic research on orders
- types orders and handles all related correspondence
- assists in the processing, circulation, and maintenance of reserve books
- sends overdue notices
- prepares requisitions for payment
- assists in training and supervising student assistants
- assists patrons by checking library materials in and out, and giving information
- maintains time records on student assistants, types catalog cards, requisitions, and purchase orders
- assists in cataloging, processing, and charging out of phonograph records, tapes, headsets, and other non book materials
- may be assigned responsibility for main circulation area on the evening shift
- Performs other related duties as required.

MINIMUM QUALIFICATIONS

1. Two years of library technical experience and/or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

DESIRABLE QUALIFICATIONS

- Experience working with computerized on-line catalogs and with Ameritech Horizon or similar Library automation software.
- Knowledge of computer hardware and software, including library applications.
- Effective communication and conflict resolution skills.
- Evidence of the ability to work effectively as a team member.
- Sensitivity and understanding of the diverse public service needs of a campus library.
- Knowledge of:
 - library technical processes relating to the acquisition and classification of library materials
 - library terminology and standard practices
 - Library of Congress cataloging and filing systems.
- Ability to:
 - perform sub professional library duties relating to technical processing and public services
 - perform library clerical duties with speed and accuracy
 - maintain financial and statistical records
 - establish and maintain cooperative relationships with those contacted in the course of work
 - train and supervise assigned personnel
 - type accurately from clear copy

ENVIRONMENTAL DEMANDS

- Occasional work performed alone
- Constant work around and with people

PHYSICAL REQUIREMENTS

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.

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- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

TOOLS AND EQUIPMENT USED

- Standard Office Equipment.

Established: January 1982

Revised: November 7, 1997

Revised May 2000