

LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: Under general supervision of a Librarian or other appropriate supervisor, an incumbent of this class is responsible for performing technical and administrative duties in the College's library, which includes related functions such as materials acquisition, cataloguing, circulation, inter-library loans, periodicals and Instructional Technology. Responsibilities involve providing administrative support to Librarians, faculty and staff, as well as providing technical support on various matters related to the library. In addition, incumbents regularly maintain contact with publishers, vendors, and librarians throughout the country as well as internationally to discuss issues related to library functions. Work is performed in a complex automated systems environment, requiring proficiency in a number of computer applications specific to library technology. Leadership, guidance and instruction may be provided to student assistants. Does related work as required.

EXAMPLES OF WORK: (Illustrative Only)

Performs administrative support functions in accordance with established policies and procedures to assist College Librarians in the smooth and effective operation of the Library;

Works in the various units of the library such as materials acquisition, cataloguing, circulation, inter-library loans, periodicals and media services and information technology;

Uses complex automated office systems and applications specific to library technology to input and retrieve information related to library functions;

Assists in establishing automated research methods for the location of library and reference materials;

Performs Internet searches to locate books, periodicals and media for acquisition, check on books, periodicals and media requested by students, faculty and community patrons, and to search cited references as requested;

Keeps detailed records and reports to compile monthly and yearly statistics;

Maintains contact with publishers, vendors and librarians to discuss the acquisition of materials, discuss problems or questions concerning equipment, locate specific references, and to locate reference materials in other libraries to fulfill patron requests;

Catalogs and processes books, periodicals and media acquisitions and examines same to ensure they are in perfect order before going into circulation;

May maintain time and attendance records of faculty, staff and student assistants who work in the Community College Library;

May prepare purchase requisitions purchases including books, media services, periodicals, equipment, etc., and maintains a register of requisitions;

EXAMPLES OF WORK: (Illustrative Only) (Cont'd.)

May verify purchases received by the division and release invoices for payment;

May maintain records of expenditures against the approved budget;

Attends training conferences and seminars as required;

Uses computer applications or other automated systems such as spreadsheets, word processing, calendar, e-mail and database software in performing work assignments;

May perform other incidental tasks, as needed.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND ATTRIBUTES:

Thorough knowledge of office procedures, terminology and equipment as applied to complex clerical work performed in a library setting; good knowledge of the Library of Congress filing systems; ability to perform simple arithmetic computations; ability to deal with students, faculty and community patrons in a pleasant manner; ability to use of computer applications such as spreadsheets, word processing, calendar, e-mail and database software; ability to read, write, speak, understand and communicate in English sufficiently to perform the essential functions of the position; initiative; tact; good judgment; physical condition commensurate with the demands of the position.

MINIMUM ACCEPTABLE TRAINING AND EXPERIENCE: Possession of a high school or equivalency diploma and either (a) six years of clerical experience, three years of which must have been performing clerical functions to assist Librarians or higher level staff in a library; or (b) a Bachelor's Degree or Master's Degree* in Library Science.

SUBSTITUTION: Satisfactory completion of 30 credits* may be substituted on a year for year basis for the required experience for up to two years. Candidates must possess the specialized experience.

NOTE: Candidates currently in the title of Technical Assistant working in the College library may qualify with the appropriate combination of training and experience.

*SPECIAL NOTE: Education beyond the secondary level must be from an institution recognized or accredited by the Board of Regents of the New York State Department of Education as a post-secondary, degree-granting institution.