CITY OF OCEANSIDE

REVISION: JANUARY 2006
CLASS CODE: 1715CE
UNIT: OCEA

LIBRARY TECHNICIAN

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

Under supervision, to perform responsible clerical work of a specialized nature within the Library system; may drive, maintain, and staff bookmobile; and to perform related duties as assigned.

CLASS CHARACTERISTICS

An employee in this class works with limited supervision and reports to a clerical supervisor. The work is specialized in nature and requires the ability to develop thorough knowledge of the assigned specialty area, routines, and procedures.

EXAMPLES OF DUTIES--*Examples of duties performed by employees in this class may not include all required duties, nor are all listed tasks necessarily performed by everyone in this class.*

Prepares circulation desk for daily operation; distributes cash to circulation desks; maintains supplies for circulation desks and assists with ordering materials; staffs the circulation desk; greets public; provides directional assistance; advises patrons on regulations and procedures of the Library; registers borrowers and issues library cards; collects fines and fees and writes receipts; answers telephones and provides referrals as necessary; assists patrons with circulation of library materials including to check out, renew, and check in library material; serves as line supervisor for public desks in absence of supervisor; assists and provides support for circulation personnel and other staff as needed including resolving patron problems related to overdue library materials, fines, holds, missing set parts, renewals, damaged materials, payment plans, policies, and procedures; performs specialized clerical work in the circulation, order, catalog, reserve, inter-library loan, periodical, and audio-visual units; provides assistance in the cataloging process; assists in copy cataloging library materials; performs data entry and processing of assigned materials; enables public access to materials by providing simple reference and readers' advisory assistance; assists in maintaining audio-visual collection; processes and inputs into computer copies of videocassettes; place stops on patron's cards; contact patron's regarding mismatched and damaged library materials; enters information on patron's card; assists in training assigned personnel; maintains current procedures manual for areas of responsibility; creates and processes library network computer reports; prepares reports, correspondence, and other materials; operates and maintains audio-visual and microfilm equipment and gives instructions in its use; may operate standard office equipment; shelves materials as necessary; duties may involve work at branch libraries as assigned.

When assigned to Bookmobile:

Inspects bookmobile ensuring proper operation and condition of lights, tires, windshield, and related items; checks fluid level in engine and generators; fuels bookmobile and disposes of waste in waste tank; vacuums and cleans inside of bookmobile; has necessary maintenance work done on bookmobile; drives bookmobile to and from daily scheduled stops; checks books out to patrons using computer; checks in and shelves books; periodically checks shelves to ensure that books are in proper order; registers patrons including data entry into the computer system; helps patrons locate books on shelves; searches for books on the computer; turns books in to the Central Library for mending or repair; loads and unloads books; secures supplies for bookmobile; may work on the circulation desk and perform clerical duties in the Central Library and other branches as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Order, classification, catalog, reserve, or inter-library loan policies, methods, and procedures used in public libraries.
Business English and arithmetic as it relates to the performance of library clerical tasks.
Common professional library terminology as it relates to the performance of library clerical tasks.
Organization, principles, methods, materials, and practices found in libraries.
Modern office procedures, methods and equipment including computers and applicable software applications.
Principles and procedures of record keeping.
When assigned to the bookmobile, operating characteristics and maintenance needs of large vehicles.

Ability to:

Perform moderately difficult clerical and record keeping tasks.
Type at a speed necessary for successful job performance.
Operate and use modern office equipment including computers and standard business machines.
Deal tactfully and efficiently with the public.
Maintain and update accurate records and files.
Perform basic arithmetic calculations accurately.
Work independently and efficiently to carry out assignments.
When assigned to the bookmobile, operate a bookmobile safely and effectively.
Communicate clearly and concisely, both orally and in writing.
Understand and carry out oral and written instructions.
Establish and maintain effective relationships with those contacted in the course of work.

Experience and Training Guidelines

Experience:

One year of clerical or public contact experience in a library is highly desirable.

Training:

Equivalent to the completion of the twelfth grade.

License or Certificate:

When assigned to the bookmobile

Possession of, or ability to obtain, a valid Class B driver's license with proper endorsements.

WORKING CONDITIONS

Environmental Conditions:

Library environment; extensive public contact.

Physical Conditions:

Essential functions may require maintaining physical condition necessary for sitting or standing for prolonged periods of time, working in a library setting, and operating office equipment;, visual acuity to read small print, computer screens, and other printed documents; speaking and hearing to exchange information. Must possess the physical strength and flexibility to bend, squat, reach above shoulder level, kneel, push/pull and lift up to 30 pounds (books, disks, etc.).

Special Conditions:

Positions may require working some weekend and evening hours; may be required to adjust work schedule to meet library needs.