



GROSSMONT-CUYAMACA
COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN II

RANGE 28

SUMMARY:

Under the direction of the assigned supervisor, perform a variety of technical duties related to public service, circulation, and cataloging resources in a community college library.

ESSENTIAL FUNCTIONS:

Fully utilize various library related interfaces to provide access to library resources, including but not limited to the circulation, cataloging, interlibrary loan, and reserves modules of the integrated library system.

Acquire, create, and edit temporary catalog records and import and edit permanent catalog records provided from vendors to make library resources accessible to users following the library rules, standards, and established procedures.

Use the appropriate module in the integrated library system to conduct general catalog maintenance including withdrawing items, resolving missing and lost and paid issues, updating authority records, and performing regular inventories of the collection(s). Utilize the library related interfaces to update library holdings.

Conduct physical resource maintenance including repairing and processing library resources.

Maintain function of assigned area(s) including a safe, clean and orderly condition; assure compliance with established safety procedures and regulations.

Provide information and assistance to users in accessing library resources and in the operation of equipment within the library.

Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, issues, and events.

Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors.

SECONDARY FUNCTIONS:

Recruit, interview, train, provide work direction, and evaluate hourly employees (non-classified); prepare employment forms, monitor hours and schedules to ensure coverage of library service desks.

Prepare a variety of written materials including correspondence, memoranda, forms, and maintain statistical reports. Keep current documentation of all processes within assigned

area(s).

Participate in regular inventory and weeding as directed; update the catalog to accurately reflect the library's holdings.

Maintain current qualifications for area(s) of assignment.

Perform related duties as assigned, including all Library Technician I duties.

KNOWLEDGE OF:

Library policies, procedures and practices.

Library of Congress classification system.

Modern office practices, procedures and equipment.

Recordkeeping techniques.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Word processing, spreadsheet, database, and other standard software to create documents, reports, and materials.

Technical aspects of field of specialty.

Data entry and retrieval.

Interpersonal skills using tact, patience and courtesy.

Operation of a personal computer.

ABILITY TO:

Perform responsible duties in a community college library.

Perform complex and technical clerical duties in a library.

Assist in the circulation, distribution and utilization of library resources as assigned.

Communicate effectively both orally and in writing.

Read, interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain cooperative and effective working relationships with others.

Maintain records and prepare reports.

Learn book repair and mending techniques.

Train and provide work direction to student workers.

Operate standard office machines and specialized library equipment.

Understand and follow oral and written directions.

Maintain current qualifications for area of assignment.

Plan and organize work; meet deadlines.

Work independently with little direction.

Follow departmental policies and procedures.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: two years of college-level course work with specialized training in library science OR two years of full time equivalent library experience with increasing responsibility.

WORKING CONDITIONS:

Library environment. Must be able to lift, bend, stoop, and push.

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.