

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICIAN III-Serials

BASIC FUNCTION:

Under direction of the Area Administrator or assigned supervisor, perform advanced level technical library duties in serials; order, receive, sort, check in serial materials and maintain related records; assist students, staff and others in locating and utilizing library resources and equipment; assist Librarians with technical library work and assist in other areas of the library as assigned.

DISTINGUISHING CHARACTERISTICS: The Library Technician III is the advanced-level classification in the library technician series. Incumbents assist in training student workers, respond to reference inquiries and may be assigned independent responsibility for periodicals, circulation or other assigned area requiring advanced technical knowledge of library operations and activities.

REPRESENTATIVE DUTIES:

Receive, check in and distribute new serials to shelves and other locations on campus; enter serials details onto network online cataloging databases; obtain, search, catalog and process pamphlet files; order new subscriptions via telephone, mail or online services.

Plan and implement the periodicals budget in conjunction with the Dean of Learning Services; prepare and maintain a variety of serials records, files and statistics, including financial records; communicate with subscription vendors to order materials and process periodicals claims for missing copies, incorrect expiration dates and other problems.

Perform an annual inventory of the microfilm and periodicals collections; weed and delete materials as appropriate; add and label new boxes for the upcoming year of serials.

Process and submit an annual renewal of subscriptions to a designated subscription service or to the District; prepare and send a yearly update summary of subscriptions to various campus department heads; identify serial renewals to be added, continued or deleted.

Provide information and assistance to students and other patrons regarding the location, selection and utilization of references, books, periodicals and other library resources; demonstrate the use of automated and manual catalog systems, indexes and automated databases.

Respond to reference inquiries from students, staff and the public, including telephone inquiries.

Communicate with faculty, District staff and other library personnel regarding special requests of serials, reserve materials, student fines, status of items on order and inter-library loans of serials and other materials; receive, search and verify requests for inter-library loan materials; compile bibliographies and reserve materials for faculty and students.

Receive applications and process/issue library cards.

Conduct orientation and special interest tours of the library as requested; instruct library patrons in the use of copiers, microfilm readers, computer terminals and printers, and other library equipment.

Operate a variety of office and library machines and equipment including microfilm reader/printer, serials CD-Rom, calculator, copier, computers, terminals, printers and related software and peripheral equipment; load cartridges and paper and add toner as needed.

Operate a cash register and make change; count change fund when opening and close out register at closing.

Maintain the library in a clean and orderly condition; request maintenance and equipment repairs as needed; assure student conduct is conducive to a studious learning environment.

Train and provide work direction to student assistants and other personnel as assigned; participate in the selection, assignment, scheduling, evaluation, discipline and termination of student workers as assigned.

Open and close the library on assigned shift as required.

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:**KNOWLEDGE OF:**

Library policies, procedures, practices and terminology.
Library of Congress classification system.
Library reference materials and resources.
OCLC online bibliographic data base and OCLC subsystems.
Ordering, receipt and processing of periodicals for library use.
Online library automation systems and public access systems.
Circulation routines and procedures.
Modern office practices, procedures and equipment.
Financial and statistical record-keeping techniques.
Proper methods of storing equipment, materials and supplies.
Correct English usage, grammar, spelling, punctuation and vocabulary.
Operation of office and specialized library equipment.
Data entry and retrieval techniques.
Interpersonal skills using tact and courtesy.

ABILITIES TO:

Perform advanced level technical duties in a community college library.
Perform complex and technical duties to assist professional Librarian staff.
Assist in the circulation, distribution and utilization of periodicals and other library resources.
Provide technical assistance to library patrons.
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.

ABILITIES TO: (continued)

Maintain records and prepare reports.

Train and provide work direction to others.

Operate office machines including computer terminals and specialized library equipment.

Lift and move carts or other objects weighing up to 25 pounds.

Bend, stoop, reach and stand for long periods of time.

Maintain a clean and orderly library environment.

EDUCATION AND EXPERIENCE: Any combination equivalent to: two years of college course work including courses in library science and three years of responsible and technical library experience.

LICENSE AND OTHER REQUIREMENTS: Some positions in this class may be required to utilize oral and written abilities in a second designated language.

WORKING CONDITIONS: Work is typically performed at a desk, counter and computer terminal in a library environment. While performing the duties of this classification an incumbent regularly is subject to constant interruptions necessitated by the need to serve all patrons including students, staff, faculty and community. May be required to work weekend and evening hours.

PHYSICAL DEMANDS: Employees regularly stand or sit for long periods of time; frequently move around work area; use hands and fingers to operate keyboards or other office machines; reach with hands and arms, bend, stoop, kneel or crouch to retrieve or shelve materials or file; speak clearly and distinctly to answer telephones and to provide information; see to locate, process and circulate media materials and assist patrons; hear and understand voices over telephone and in person and regularly lift and move carts or other objects weighing up to 25 pounds.