



**West Valley - Mission**

Community College District

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## CLASS SPECIFICATION

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### **LIBRARY MEDIA TECHNICIAN**

Classified Position (Non-Exempt Status)

Classified Office, Technician & Business Services Salary Schedule – Range 54

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#### **DEFINITION**

To perform technical library functions related to cataloging, processing, repairing, and circulation of print and non-print library materials; to assist students, faculty, and the public with library materials and equipment; and to provide technical support to librarians and administrative staff.

#### **DISTINGUISHING CHARACTERISTICS**

This is the journey level in the single level Library Media technical class. Employees at this level receive only occasional instruction or assistance as new, unusual or unique situations arise and are fully aware of the operating procedures and policies within the work unit.

This class is distinguished from the Senior Library Media Technician in that the latter is responsible for the most difficult and complex work of the unit including overseeing a campus library or Learning Resources and Success Center and providing technical and functional oversight over technical staff.

#### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from an assigned supervisor; and may receive technical and functional oversight from higher level staff.

May provide technical and functional oversight of student workers.

**EXAMPLES OF ESSENTIAL DUTIES** - Duties may include, but are not limited to, the following:

Staff circulation desk in a community college library; greet students, faculty, and visitors; locate requested materials, provide information, and resolve billing and registration issues.

Order and process new and donated library books and materials, including selection and purchase of textbooks; barcode materials for security and inventory purposes.

Collect and track payments, fees, and fines, using established and appropriate cash handling procedures, and negotiate and clear library fines; empty coin boxes and secure monies; prepare bank deposits as required.

Monitor and maintain library equipment including printers for student use; troubleshoot user problems or concerns with library equipment including microform readers, printers and copiers.

Compile and maintain various library statistics including gate count and circulation usage.

Hire, train, and provide work assignments and direction to student library workers; liaison with financial aid department to request work study positions; work with human resources staff to complete and submit hiring contracts and payroll timesheets.

May inventory and maintain library supplies and prepare purchase orders.

May have responsibility for monitoring one or more library budget accounts.

Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.

Foster an environment that embraces diversity, integrity, trust, and respect.

Be an integral team player, which involves flexibility, cooperation, and communication.

Perform related duties as assigned.

## **MINIMUM QUALIFICATIONS**

### **Knowledge of:**

Library practices, procedures, and terminology.

Uses and operation of library automated systems and equipment.

Modern office practices and procedures.

Financial and statistical record keeping.

Library functions such as acquisitions, classification and cataloging, circulation, reserve, learning lab, or instructional materials.

On-line cataloging procedures.

Multimedia materials and equipment.

**Ability to:**

Perform technical library duties in the acquisition, classification and cataloging, processing, duplication, and circulation of print and non-print materials.

Train, assign, and provide technical work direction to student employees.

Troubleshoot and demonstrate the use of library equipment including copiers and printers, and specialized software or database programs.

Assist library patrons and provide information regarding assigned function.

Intermittently, review documents related to library operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain library policies and procedures; explain operations and problem solve office issues for the public and with staff.

On a continuous basis, sit at desk and/or stand at counter for long periods of time. Intermittently twist and reach office equipment; stand, bend or squat when filing library materials; use telephone; write and use keyboard to communicate through written means; lift or carry weight of 25 pounds or less.

Calculate figures and amounts such as invoice totals and numbers of items in collections; accurately perform cash handling duties according to prescribed policy.

Use sound judgment in recognizing scope of authority.

Operate and use modern office equipment including computers and applicable software.

Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.

Utilize appropriate safety procedures and practices for assigned duties.

Communicate effectively orally and in writing.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Establish and maintain effective, cooperative, and collaborative working relationships with others.

**Experience and Education**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

**Experience:**

Two years of responsible experience in a position involving customer service, in addition to some technical library experience.

**Education:**

Equivalent to an Associate's degree from an accredited college with major coursework in library technology or a related field.

*EEO Category: Clerical/Secretarial*

*Date Approved: July 1, 2017*