

IMPERIAL COMMUNITY COLLEGE DISTRICT

CLASS TITLE: SENIOR LIBRARY TECHNICIAN

BASIC FUNCTION:

Under the direction of the Dean of Arts, Letters and Learning Services perform a variety of long-range advanced level, technical processes. These will include cataloging of all types of library resources, including managing serials subscriptions and related records. Assist students, staff and others in locating and utilizing library resources, equipment and instructional laboratory support. Assist Librarians and Technicians with technical library and administrative support. Other duties as assigned.

DISTINGUISHING CHARACTERISTICS:

The Senior Library Technician Specialist is an advanced level classification in the library technicians series. Incumbents are distinguished from others in the library technicians series by the responsibility to coordinate the daily workflow Acquisitions, Circulation, Serials, Technical Processing, Microcomputers, Audiovisual and Related. E 0.28 on job duties using Library Operation System and the able to develop orders for library materials, the Director

Coordinate the cataloging and processing of new resources, print and non-print obtained by Spence Library using OCLC, Library Operation. Participate in periodic inventory of the library collection and check mis-shelving. Maintain Technical Processing Statistics: New Materials, Discarded / V Materials, and Lost & Paid.

Responsible for the following duties: Research, Development, Planning, and Implementation of the library's technical services, including the use of Library Operation System and Network Cataloging Database, serials and

requiring specialized and extensive knowledge of the Spence Library Media Center assigned by administrator and Librarians. Compile information and data for reports and assist in the preparation of statistical and narrative reports. Conduct special research as required.

Answer telephone calls: Direct calls and visitors to appropriate personnel. Provide information and answer questions from students and the general public regarding programs, policies, procedures and regulations.

Coordinate communication and activities with other District departments and personnel, students, educational institutions, vendors, other outside organizations and the public.

Operate and maintain the office machines currently in use in the Library including copier, microfilm reader/printer/dubbing equipment, date charge machine, typewriter and cash register; load cartridges and paper and add toner to photocopiers as needed.

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

Pick up library materials at book drop on campus and return them to the library.

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.

Open and close the library on assigned shift as required.

Perform other duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Library policies, procedures and terminology.

District organization, operations, policies and objectives.

Library of Congress Classification System.

Cutter Table to use in call number assignment.

Library reference materials and resources.

OCLC Online bibliographic database and OCLC subsystems.

Ordering, receipt and processing of periodicals for library use.

Financial and statistical record keeping. Data entry and retrieval techniques.

Operation of office and specialized library equipment.

Location of various materials in the Library.

Operation and use of Library automated systems.

Circulation process, policies, and procedures.

Operation of microcomputers and related peripheral equipment.

Instructional methods used to assist students in the use of microcomputers and applications software.

Library security measures.

Modern office practices, procedures and equipment.

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

Interpersonal skills using tact, patience, and courtesy.

Senior Library Technician/Classified/Range 15

Revised August 2023

Principles of