



LIBRARY TECHNICIAN

GENERAL RESPONSIBILITIES

Responsible for performing a variety of general preparatory tasks on library materials, and providing effective and courteous interaction in the delivery of processing services to library media center staffs.

ESSENTIAL TASKS

(These are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Check in library materials from vendors and resolve order discrepancies as needed.
- Process new library materials according to individual school specifications kept on file.
- Pack and ship library materials to schools when processing is completed.
- Work various automated and online computer systems that assist the library with functions such as cataloguing, acquisition, circulation, bibliographic information and reports.
- Maintain inventory of central library processing supplies.
- Sort mail and receive deliveries.
- Perform related work as required.

KNOWLEDGE, SKILLS AND ABILITIES

Considerable knowledge of library practices and procedures; ability to operate general office equipment; ability to set-up and maintain accurate library filing systems; ability to communicate effectively, both orally and in writing; ability to establish and maintain effective working relationships with outside vendors and other school employees.

EDUCATION AND EXPERIENCE

High School Diploma. Some experience with library automation software. Two years experience in a public school library setting preferred.

A comparable amount of training and experience may be substituted for the minimum qualifications.

PHYSICAL REQUIREMENTS

Sitting for extended periods of time, lifting up to 60 lbs, some data input; some standing, walking, moving, climbing, carrying, bending, kneeling, crawling, reaching, handling, pushing, and pulling.

Reasonable accommodations may be made to enable individuals with disabilities to perform the essential tasks.

SPECIAL REQUIREMENTS

Possession of a valid driver's license.

FLSA status: Non-exempt	Description: Rev. 10/08
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