

## Citrus College

## Position Description

Position: Library Media Technician I	Position Number:
Department/Site:	FSLA: Non-exempt
Evaluated by:	Salary Range: 26

### Summary

Performs recurring clerical and para-professional library duties in a library involving requesting, receiving, basic cataloging, processing, and circulation of library materials. Provides information and assistance to library customers.

### Essential Duties and Responsibilities

- Assists faculty, staff, students, and other visitors with use of the library. Assists them to find materials, pointing out them to use resource guides.
- Demonstrates the use of card catalogs and performs basic cataloging. May perform basic reference services. Refers more difficult requests to a Library Technician II or higher classification.
- Shelves new and returned materials (books, media, or periodicals) in the absence of student employees and assures data entry into the library system.
- Mends and repairs book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- Maintains a clean and orderly environment.
- Circulates, stores, and inventories books, periodicals, and audiovisual materials including those that are overdue.
- Processes a full range of library materials within established parameters.
- Provides technical services such as interlibrary loan including those required for cooperative library system materials, and maintaining the course reserve collection.
- Maintains current procedures manuals for the position. Cross-trains other staff members.
- Performs routine clerical and record keeping duties.
- Provides guidance and training to student employees.
- May assist students with use of computers in Library.
- Performs other duties as assigned that support the overall objective of the position.

### Qualifications

#### ▪ **Knowledge and Skills**

Requires basic procedural knowledge of standard library methods, practices, and terminology including use of library card catalog and basic reference sources.

Requires basic knowledge of a library classification system, subject headings, and library filing rules.

Requires basic knowledge of automated carding systems and records.

Requires sufficient communication skills in order to serve customers and to interact with staff and faculty.

Requires sufficient arithmetic skills to arrange materials in numerical sequence and calculate sums needed for handling cash and recording circulation data.

Requires sufficient English writing skills to document instructions on library procedures.

Requires sufficient human relations skill to convey technical information to patrons and to provide work instructions to others.

#### ▪ **Abilities**

Requires the ability to perform all of the duties of the position with only general supervision and support.

Requires the ability to follow detailed procedures such as standard library cataloging and filing rules.

Requires the ability to understand Library operations, goals and objectives.

Must be able to maintain a circulation area in a manner that supports research and studying.  
Must be able to apply and explain library rules, regulations and policies.  
Requires the ability to deal courteously with library patrons.  
Must be able to perform routine clerical and record keeping duties.  
Must have the ability to work evenings and weekends.

- **Physical Abilities**

Incumbent must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.

Requires hearing and speech ability for ordinary conversation and to project voice to a small group.

Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment.

Requires ambulatory ability to sit, walk, to move about office and campus environs, and to lift and carry light to medium weight materials on an intermittent basis.

- **Education and Experience**

Requires a high school diploma, or the equivalent, and one year of experience in a library or instructional setting.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.