

## Citrus College

## Position Description

Position: Library Media Technician II	Position Number:
Department/Site:	FLSA: Non-exempt
Evaluated by:	Salary Range: 31

### Summary

Provides a variety of paraprofessional library services including, but not limited to technical support for automated library services, administrative support to the Library Director, partial leadership over day-to-day library operations, and advanced assistance to library users.

### Essential Duties and Responsibilities

The Library Media Technician II is expected to demonstrate knowledge of and ability to perform all of the following duties, yet generally serves as a senior technician in one of following areas.

#### **Acquisitions**

- Participate in the acquisition of library materials. Identifies and recommends current and retrospective acquisition needs. Surveys faculty and patrons for desired library materials. Researches indices of books available in print for library acquisitions.
- Places orders for books, periodicals, and a variety of supplies for library use within pre-established parameters and procedures. Coordinates with purchasing and accounting to verify that payments are commensurate with receipt of purchased items.
- Receives new materials (books, media, textbooks or periodicals), enters into system, prepares for and enters into circulation (shelves). Provides location numbering to library materials and enters onto an automated library record system using a personal computer.

#### **Circulation and Customer Service**

- Coordinates and performs public service activities. Prioritizes needs. Evaluates, develops and maintains library procedures and practices in areas such as, but not limited to public service, vertical file, and reserve policies.
- Assists students, staff, and the public by answering questions on the use of the library, internal and external resources, and location of materials. Provides instruction on the use of computers in the library. Processes a full range of library material and fee transactions.
- Provides basic level reference services to students and staff using automated and manual resources.
- Conducts "walk-and-talk" orientations for students in areas such as general use of the library, periodicals, bibliographic search, internet search, or use of electronic media.
- Oversee the processing and maintenance of the newspaper and periodical collections for the library. Maintains collections of back issues of newspapers and periodicals; prepare lists of missing or damaged materials. Prepares and maintains subscription renewal lists.
- Processes inter-library loan requests. Searches and transfers requested materials to locations and individuals. Monitors in-and-out distribution and location of publications.
- Processes and maintains records for requests, receipts, and returns of library system materials. Maintains records for lost and overdue books, fines. May issue grade and record holds based on student account balances.
- Coordinates, designs, and constructs library displays, bulletin boards, posters and signs. Maintains a clean and orderly environment.

#### **Cataloging**

- Process print and non-print materials for introduction into the library materials collection, including cataloging, preparing acquisitions in the on-line card catalog, typing and verifying labels and pockets and affixing identification labels to materials.
- Maintains and monitors periodical subscriptions, ensuring complete listing and documentation of holdings.

- Prepare a variety of records and lists for the library including subject bibliographies, acquisition and circulation lists. Maintains up-to-date manual and electronic card catalogs.

### **Audio-Visual**

- Schedules audio-visual equipment and media for use in classrooms, meetings, and events. Checks equipment out and in. Advises staff and students on check-out procedures. Assures that audio-visual and sound system equipment functions properly.
- Circulates, stores, inventories, maintains, performs minor repair and operates a variety of audiovisual equipment used in the library, e.g., audio and visual playback devices and microfilm readers.

### **General Library Operations Support**

- Participates in maintaining budgets for the Library by ordering supplies, posting encumbrances, and maintaining up-to-date account balances. Verifies cash receipts and prepares deposits.
- Oversees, guides, trains, and participates in the work of other library staff, including regular and student staff. May prepare and maintain a schedule for staff and student employees that maximizes service level.
- May mend and repair book and non-book materials. Disposes of damaged or outdated materials according to established procedures.
- May organize, coordinate, and conduct periodic book fairs and other library events.
- Conducts annual physical inventory of all Library materials.
- Performs other duties as assigned that support the overall objective of the position.

### **Qualifications**

#### **▪ Knowledge and Skills**

Requires an in-depth procedural knowledge of library methods, practices and terminology including use of library card catalog and intermediate to advanced reference sources.

Must have a complete understanding of the Dewey Decimal System of classification and the American Library Association rules for filing catalog cards.

Requires a basic knowledge of machine readable classification and coding.

Requires a working knowledge of automated carding systems and records.

Needs to have a complete understanding of library operations, goals and objectives.

Requires a working knowledge of financial recordkeeping sufficient to maintain a departmental budget.

Requires sufficient communication skills to convey specialized concepts to students and to resolve urgent student needs.

Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.

Requires sufficient writing skills to document instructions on use of library services.

#### **▪ Abilities**

Must be able 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.

Must be able to maintain a well-organized and attractive library setting.

Must be able to apply and explain library services, layout, rules, and policies.

Must be able to maintain the circulation area in a manner conducive to support research and studying.

Requires the ability to deal courteously with library patrons including students and faculty.

Must be able to perform routine clerical and record keeping duties.

#### **▪ 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 an Associate's degree in Library Science curriculum or equivalent and two years of experience in a library setting.

- **Licenses and Certificates**

May require a valid driver's license.

- **Working Conditions**

Work is performed indoors where minimal safety considerations exist.