CITY OF PULLMAN, WASHINGTON
CLASS SPECIFICATION

LIBRARY TECHNICIAN 1307

GENERAL PURPOSE:
Performs professional and technical library work in the coordination and performance of one or more specific library programs, such as reference, collection development, adult or youth services, or technical or circulation services.

CLASSIFICATION SUMMARY:
The principal function of an employee in this class is dependent upon the division to which the employee is assigned; in all cases, the employee serves as a professional and technical reference person involved in providing public service in an assigned area that may include reference and collection development, community and youth services, technical services or other library area. Additionally, a Library Technician serves as a primary back-up to a Library Division Manager or Library Supervisor. As such, the Library Technician may supervise the work of staff and volunteers on a regular or sporadic basis. The work is performed under the general direction of a Library Division Manager or Library Supervisor with much independence granted to perform the assigned function. The principal duties of the class are performed in a general office or library environment.

ILLUSTRATIVE EXAMPLES OF ESSENTIAL DUTIES AND RESPONSIBILITIES (will vary with position assignment):

Provides information desk services to answer reference questions; explains library services including internet, cd-rom and print materials, and refers patrons to other community resources, as needed; suggests reading materials, provides patrons with bibliographic information; develops, clarifies and implements reference policies and procedures; assists in the development of the collection plan for adult or youth collections; reads review media, recommends new material for purchase; reviews and assesses collections using various tools such as Dynix-generated circulation lists, bibliographic tools and general knowledge; develops, coordinates and implements weeding projects; reviews materials processing for accuracy of subject headings and series entries; prepares orders for new materials; prepares various reports for collection development and library planning; processes and performs original cataloging; maintains cataloging authority files to insure clean, correct cataloging lists.

Develops and presents youth programming at the library or off site; plans, coordinates and presents special programs, such as summer reading programs, book talks, book clubs, display themes, calendar of events, etc.; assists teachers, parents and school groups with special library presentations, youth council meetings, library tours or programs; plans and writes brochures, flyers, signs, and articles on new books for the newspaper or other distribution; coordinates volunteer help to assist with special programs or projects; researches, generates and updates online Best Seller Lists for public access catalog; provides patron assistance in searching library database or accessing the Internet.

Reviews and verifies the accuracy of bibliographic and authority records and all materials added to the collection; generates collection development and circulation reports; researches, generates and updates online Best Seller Lists for public access catalog; processes and performs original cataloging; supervises temporary and volunteer technical services staff; coordinates technical service activities with other library divisions; assists public with circulation services; trains and directs the daily activities of staff performing binding, mending and finishing work.

Serves as back-up to the Library Division Manager: Trains other library staff; participates in hiring and selection process of library staff; supervises staff and/or volunteers on a regular or sporadic basis; participates in staff meetings or other planning sessions;

SELECTION FACTORS:
(Applicants should describe their previous experience and training for each of the following selection factors. These factors will be the basis for selecting the most qualified applicants to be interviewed. Candidates selected for employment must satisfactorily demonstrate possession of these factors during a prescribed probationary period, and afterwards, for continued employment.)

Knowledge of:
- Current development, trends and practices in reference services and materials including technological developments;
- Library collection classification and selection techniques;
- Equipment and facilities required in a comprehensive library system, including online cataloging, bibliographic procedures and circulation systems;
- Community library needs and resources;
- Adult and/or children's literature, specific genres, reading preferences and publishing trends;

Ability to:
- Coordinate and direct special library programs in assigned area;
- Develop creative displays and visuals, flyers, brochures or other media;
- Attend work on a regular and dependable basis;
- To interacts in a professional and respectful manner with city staff and the public;
- Relate well to a variety of people of diverse ages, backgrounds and interests;
- Work on multiple projects at a time;
- Effectively identify problems and modify procedures to improve service to the public;
- Provide quality library services and to meet and deal with library patrons in a calm, pleasant, and courteous manner;
- Work independently;
- Communicate effectively;
- Establish and maintain effective working relationships with supervisor, co-workers, and the general public;
- Work a flexible schedule that includes evenings and weekends;
- Interact in a professional and respectful manner with city staff and the public;
- Physically perform the essential functions of the job.

MINIMUM QUALIFICATIONS:
(Persons applying for a position of this class should have any combination of the following experience and training.)

Bachelor's Degree with a minimum of three years of library experience, including providing reference services and collection development, or substituting five or more years of direct library experience in reference, collection or technical services for the Bachelor's Degree; or substituting course work or training in library operations or procedures for up to six months of the library experience; or any equivalent combination of experience and training.

TOOLS AND EQUIPMENT USED:
Personal computer, Computerized library information systems, Internet and multiple online databases, copy machine, typewriter, telephone, modem, fax machine.

WORK ENVIRONMENT:
(The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Work is performed primarily in an office environment while sitting at a desk or computer terminal or while standing at a counter for extended periods of time. Physical exertion may be required to replace or retrieve materials from shelves, high and low, and to service computer equipment. Sufficient vision or other powers of observation are essential to permit the employee to read and sort library materials and provide public services.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

FLSA Class: Non-Exempt
Adopted: 9/82 Revised: 9/91, 5/94, 6/99, 12/01, 9/04