



City of Pacific Grove

Revised Date: 1/6/16

## LIBRARY TECHNICIAN

**SUMMARY:** Under general supervision, provides experienced clerical and technical support at the City Library using library computer systems and procedures, updates and maintains Library databases and provides outstanding internal and external customer service.

**ESSENTIAL FUNCTIONS:** *Essential functions, as defined under the Americans with Disabilities Act, may include any of the following representative duties, knowledge, and skills. This is not a comprehensive listing of all functions and duties performed by incumbents of this class; employees may be assigned duties that are not listed below; reasonable accommodations will be made as required. The job description does not constitute an employment agreement and is subject to change at any time by the City. Essential duties and responsibilities may include, but are not limited to, the following:*

- Performs technical, bookkeeping, and administrative duties using specialized library computer systems and procedures.
- Performs copy cataloging, including searching, editing, and downloading bibliographic records from online sources; classifies all material types using local cataloging rules.
- Updates the bibliographic database for the Library collection; enters data, identifies and resolves problems with catalog records.
- Maintains vendor files and purchase records, and resolves purchasing issues within scope of authority.
- Provides physical processing of new library materials, including stamping, applying covers, typing labels; responsible for mending and cleaning of all materials as needed.
- Deletes computer database records for withdrawn items, discards materials, and prepares them for recycling.
- Performs a full range of duties associated with the circulation of library materials including checking in and checking out library materials, collecting fines, placing holds, and assisting patrons with the use of library resources and facilities.
- Assists patrons in the use of research tools and answers questions from other Library personnel regarding support services procedures and guidelines.
- Serves as backup to Support Services Manager and other Library staff as needed.
- Supports the relationship between the City of Pacific Grove and the general public by demonstrating courteous and cooperative behavior when interacting with citizens, visitors, and City staff; maintains confidentiality of work-related issues and City information; performs other duties as required or assigned.

## **MINIMUM QUALIFICATIONS:**

### **Education, Training and Experience Guidelines:**

High school diploma or GED equivalent and two years of public library experience/customer service or an equivalent combination of education, training, and experience.

### **Knowledge of:**

- o Library classification and cataloging methods and protocols.
- o Techniques and protocols for researching online information.
- o Record keeping and file maintenance principles and procedures.
- o Office technologies and computer applications.

### **Skill in:**

- o Maintaining accurate records.
- o Performing advanced library work with speed and accuracy.
- o Filing and finding library materials in various locations.
- o Dealing tactfully and courteously with the public.

### **Ability to:**

- o Stay focused in a shared, busy workroom.
- o Pay close attention to details.
- o Establish and maintain positive working relationships with Library and City staff.
- o Communicate effectively with staff and patrons both verbally and in writing.
- o Provide assistance to library patrons.
- o Learn city policies and procedures.

## **LICENSE AND CERTIFICATION REQUIREMENTS:**

A valid California State Driver's License may be required.

## **PHYSICAL DEMANDS AND WORKING ENVIRONMENT:**

Work is performed in a public library and standard office environment. Duties may include pushing book carts, lifting boxes, and other physical demands. Schedule will be determined by Support Services Manager and may include evening and Saturday hours.