

July 2013

SANTA BARBARA COMMUNITY COLLEGE DISTRICT

CLASSIFICATION: CLASSIFIED
SALARY TABLE: 29

CLASS TITLE: LIBRARY TECHNICIAN
SALARY RANGE: 25

BASIC FUNCTION:

Under the direction of the Director-Library, perform a variety of technical duties in the acquisition, processing, circulation, maintenance and distribution of library books and materials; perform a variety of related computer operations, inventory activities and student assistance functions.

REPRESENTATIVE DUTIES:

ESSENTIAL DUTIES:

Perform a variety of technical duties in the acquisition, processing, circulation, maintenance and distribution of library books and materials; process new books, periodicals and other instructional materials; maintain reserve collection as required.

Circulate library materials; check library materials in and out using an assigned computerized system; retrieve books from campus book drops as assigned; shelve returned books and materials; repair damaged books; purge obsolete books and materials as directed.

Assist students in the selection, location and use of library materials and equipment; respond to inquiries and provide information; provide assistance to student concerning the utilization of computers and reference materials to search for library materials.

Receive, stamp and input new library books and materials; compare shipments with invoices to assure accuracy; prepare materials for introduction into the library collection; prepare labels; affix identification and bar-code labels to materials; disseminate new periodicals and newspapers.

Input, update and modify a variety of data in an assigned computer system; establish and maintain automated records and files; initiate queries, manipulate data and generate a variety of computerized lists and reports; assure accuracy and completeness of input and output data.

Communicate with personnel and various outside agencies to exchange information and resolve issues or concerns related to books, library activities, materials, inventory and assigned duties.

Compile and verify a variety of data and statistics; prepare and maintain a variety of records, reports and files related to students, library materials, circulation, financial activity and assigned duties.

Monitor inventory levels of books and other library materials and supplies; order and maintain appropriate inventory levels of books, materials and supplies; prepare and process related purchase requisitions.

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Ewing Consulting Services

Operate a variety of office and library equipment including a calculator, copier, typewriter, computer and assigned software; prepare equipment for student use.

Perform a variety of clerical duties in support of library operations; prepare, generate and distribute a variety of correspondence such as letters, lists and notices; process various forms, applications and other paperwork; organize and prepare library displays as required.

Calculate, collect and account for fees for lost or damaged books and printer-usage as assigned; refund student fees as appropriate; assist in monitoring and reconciling library budgets and funds as required.

Monitor students during tests according to established guidelines and procedures as assigned by the position.

Train and provide work direction and guidance to student workers as directed.

OTHER DUTIES:

Perform related duties as assigned.

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

Functions, operations and maintenance of school libraries.

Library practices, procedures, reference materials, resources and terminology.

Operation of a computer and data entry and retrieval techniques.

Filing, indexing and inventory procedures.

Record-keeping and report preparation techniques.

Record-retrieval and storage systems.

Correct English usage, grammar, spelling, punctuation and vocabulary.

Oral and written communication skills.

Interpersonal skills using tact, patience and courtesy.

Modern office practices, procedures and equipment.

Basic mathematics.

ABILITY TO:

Perform a variety of technical duties in the acquisition, processing, circulation, maintenance and distribution of library books and materials.

Utilize a computer to input and extract data, maintain automated records, generate reports and catalog educational materials.

Assist students in the selection, location and use of library materials and equipment.

Prepare materials for introduction into the library collection.

Inventory, order, receive and assist in the selection of library materials and equipment.

Process and shelve library materials.

Operate a computer and assigned software.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

Establish and maintain cooperative and effective working relationships with others.
Type or input data at an acceptable rate of speed.

Complete work with many interruptions.
Make math calculations with speed and accuracy.

EDUCATION AND EXPERIENCE:

Any combination equivalent to: graduation from high school supplemented by college-level course work in library science or related field and one year experience working in a library.

WORKING CONDITIONS:

ENVIRONMENT:

Library environment.
Constant interruptions.

PHYSICAL DEMANDS:

Dexterity of hands and fingers to operate a computer keyboard.
Seeing to read a variety of materials and view a computer monitor.
Hearing and speaking to exchange information.
Sitting or standing for extended periods of time.
Lifting, carrying, pushing and pulling moderately heavy objects as assigned by position.
Bending at the waist, kneeling or crouching to shelve and retrieve library materials.
Reaching overhead, above the shoulders and horizontally.