

**San Jose · Evergreen Community College District
Classified Job Description**

Position: Library Technician, Senior

Department: Library

Location: Evergreen Valley or San Jose City College

Date: 7/1/2023

POSITION PURPOSE

Under the direction of an assigned administrator, the Library Technician, Senior performs a wide variety of complex and difficult paraprofessional library/media center activities and assist in directing a major unit of library center operations and activities. The Senior Library Technician provides training and support to staff in using various modules of library management system.

DISTINGUISHING CHARACTERISTICS

This is the lead level class in the Library Technician series. This class may be distinguished from the Library Technician level by the difficulty and complexity of work performed in the direction of library center operations requiring specialized knowledge and skills in certain library techniques and functions. Positions in this class normally carry through relatively independently on a complete set of library center activities or procedures necessary to maintain a unit of a library function or process. Incumbents perform hire, train and evaluate student workers. The position performs most complex technical work in the library system, and provides technical and functional direction of other library technical staff. Incumbents at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

KEY DUTIES AND RESPONSIBILITIES:

1. Lead and participate in the more complex and difficult work in managing the Circulation Desk, technical services or media circulation, resolving questions regarding library policy, and answering day-to-day procedural questions.
2. Oversee and participate in recommending and ordering, receipt and processing of a variety of library and media materials. Monitor requests and recommend purchase of popular titles.
3. Facilitate the use of library center services, answer questions regarding materials and media availability and respond to reserve collection inquiries.
4. Review and evaluate a variety of library and media materials for cataloging purposes; search, create and revise catalog records for print and non-print materials using a computer and enter catalog and inventory records into an electronic database.
5. Coordinate the cataloging and processing of library and media materials to ensure efficient work flow and timely availability of new materials.
6. Provide assistance to librarians in informational research or library center operations. Consult with librarians on ordering replacement copies and additional copies of materials. Notify faculty and staff of availability of requested materials/media.
7. Organize and maintain a collection of reserve books and materials/media at the request of librarians and instructors;
8. Create course and bibliographic records, reading lists, citations, and searchable IDs. Process materials from online catalogs and ensure accurate matches.
9. Configure and manage automatic notices from library system; and follow up on overdue notices to recover library/media center materials not returned.
10. Monitor and respond to inquiries sent to the Circulation contact.

11. Remove obsolete and worn materials from the library center collection and update files.
12. Assess fines for overdue, damaged and lost materials. Resolve conflicts with patrons resulting from assessment, issue warrants for refunds.
13. Prepare and distribute reading lists and publications; develop and prepare bulletin boards, displays and posters.
14. Participate in planning and management of shelf space needs for various collections.
15. Coordinate circulation activities for library center materials with faculty and other library units.
16. Hire, train and evaluate the work of student workers as assigned in the work related to circulation, shelving and other library center activities.
17. Maintain appropriate liaison with representatives from other libraries.
18. Respond to general assistance inquiries of students and faculty; answer moderately complex questions and provide circulation and other technical assistance in the use of library center materials and equipment. Refer reference questions to the librarian on duty.
19. Assist in developing procedures and forms; prepare special reports and surveys as directed; perform queries to generate online statistics for special reports such as web usage, monthly circulation reports, response to professional library organization, and state/federal agency surveys.
20. Establish, maintain and update a variety of records and files related to library center operations and inventory, including budgetary/financial records, purchase orders, facility usage summaries circulation data and media usage.
21. Assist and train patrons in the use of library center equipment including online catalog, computers, scanners, and copiers; and provide technical assistance for malfunctions.
22. Assist patrons in the areas of account access to library patron accounts, database, online campus portals; instruct patrons on the use of print portal features on campus equipment.
23. Research library system Knowledgebase to troubleshoot issues and configure settings; monitor system listserv for relevant information for system knowledge and self-training.
24. Verify student eligibility and issue loaned laptops; participate in campus-wide programs to acquire, process and facilitate equipment loans; update loan list and provide reports for college administration; coordinate with CTSS about important software updates and installation.
25. Perform other duties reasonably related to this classification.

EMPLOYMENT STANDARDS

Knowledge of:

1. Standard library procedures of a complex nature including circulation procedures and the use of a variety of reserve collection sources.
2. Types and uses of materials/media in a library collection.
3. Library policies, procedures, organization and operating details.

4. Practices for searching, creating and revising standard MARC (machine-readable cataloging) format using an on-line bibliographic utility.
5. Library of Congress cataloging practices and classification schedules.
6. Library terminology and record keeping methods.
7. Audio visual materials and their use.

Skills and Ability to:

1. Understand, interpret and apply a body of technical information beyond normal library policies and procedures.
2. Organize and schedule work to effectively meet deadlines and schedules.
3. Establish and maintain effective and cooperative working relationships with others.
4. Perform moderately complex request and reserve collection work.
5. Communicate effectively, orally and in writing.
6. Troubleshoot and operate library catalog, identify technical problems and seek solutions.
7. Direct and evaluate the work of student workers.
8. Operate a computer, office equipment, and applicable library software.

Experience and Education:

1. Associate degree from an accredited institution.
2. Three years of increasingly responsible technical clerical or paraprofessional work experience in a library, including some direction of other employee or volunteer workers.
3. Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic back of groups historically underrepresented, and groups who may have experienced discrimination.

WORKING CONDITIONS

Environment:

1. Library environment.

Physical Demands:

1. Hearing and speaking to exchange information
2. Seeing to read a variety of materials.
3. Dexterity of hands and fingers to operate a computer keyboard.
4. Bending at the waist, kneeling or crouching.
5. Reaching overhead, above the shoulders and horizontally to shelve and retrieve materials.

6. Lifting, carrying, pushing, or pulling moderately heavy materials.
7. Sitting or standing and viewing in front of a computer screen for lengthy periods.
8. Walking around the facility for inspections, counts, and opening/closing procedures.

Board Approved: 11/12/1991, 03/14/2000. 11/14/2023
Salary Range: 90 (reclassified from 80 to 90 effective 7/1/2023)
EEO Category: 2B3 – Technical/Paraprofessional