Long Beach Community College District

CLASS SPECIFICATION
Lead Library Technician

FLSA Status: Nonexempt
EEOC Job Category: Office & Clerical
Union Representation: Represented

GENERAL PURPOSE
Under general supervision, performs paraprofessional library services within a division of the library; provides lead supervision and training to assigned staff; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Lead Library Technician is the advanced journey-level class in the paraprofessional library class series. Incumbents in this class provide lead supervision and training to assigned staff and assist in providing reference services.

Lead Library Technician is distinguished from the class of Library Technician II by the level of difficulty and complexity of work performed, requiring frequent use of a high degree of independent judgment in making decisions within established rules and procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below 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 this class.

1. Oversees the activities of an assigned library desk or area, including scheduling and assigning tasks to staff and student assistants; trains, supervises and evaluates paraprofessional and student assistants within section on library policies, procedures and work assignments; participates in interviewing and hiring student and other staff assistants; ensures accuracy of work; assists assigned staff in resolving problems encountered in the course of work; instructs staff in new and revised procedures; inputs student worker hours into the payroll system and maintains time cards; opens and closes the library; monitors alarms to ensure books and materials aren't improperly removed from the Library; maintains the Library environment; reports maintenance issues and unsafe conditions to Facilities staff.

2. Provides quality customer service to patrons at the Circulation or Periodical Desk checking in and out materials, issuing new and replacement library cards, inputting and maintaining patron information into the library system and answering questions; explains library policies and procedures to patrons; assists patrons in locating and using library resources; sensitizes and desensitizes books and materials; processes overdue library materials and sends notices to patrons; retrieves books and other materials from the library book drop; inspects returned materials for damages; searches shelves for lost or overdue items; contacts patrons regarding damaged and missing library materials; assesses fines, damages and replacement costs; receives monies and issues receipts for payment of late, damaged and
lost books and materials; waives charges and issues refunds as necessary; blocks and unblocks patron accounts in the system; makes minor repairs to books and materials; records statistical data regarding circulation and prepares a variety of reports; alters and updates system parameters, loan rules, patron information, item types, records and controls and sets options and menus; checks in and out laptop computers to students and inspects for damage upon return; cleans and re-stocks circulation desk and orders department supplies.

3. Participates in selection and management of collections materials in assigned areas; monitors book and periodical budgets; analyzes and determines collections needs; oversees maintenance of collections, including ordering replacements and updates and the cleaning and repair of materials; ensures periodicals are up to date and properly displayed and discards old periodicals; sends claims for periodicals to the magazine subscription service; creates periodical subscriptions buyouts for paper, microform and CD-ROM periodicals and maintains budgets; places books and other materials in the Reserve collection; assists Librarians in finding materials and placing books on reserve for faculty, staff and students; catalog and process instructor reserve materials for student use.

4. Oversees the processing and cataloging of books and periodicals and the ordering of other library materials; assists Librarians with the acquisition of new or donated books to the Library collection; links new books and materials into the system and records in annual statistics; sensitizes new books and materials; enters barcodes and labels and places security tape on new books and materials; supervises the stamping, dating and color coding of paper issues; supervises the continuation of dated index cards for each microfiche file; assists Librarians in creating new periodical directories and supervises updates of title holdings.

5. Discards books and other materials from the collection; removes labels and desensitizes books and materials; deletes serial records from the system; supervises and participates in recycling old periodicals and newspapers, weeding periodical collections, shelf shifting and re-shelving of collections; enters statistical information; contacts Warehouse staff to discard books, equipment and furniture.

6. Oversees inter-library loans and book checks; sets up standards and implements policies and procedures for reciprocal library privileges between LBCC and other library systems; retrieves books and sends to other campus or places on hold shelf; creates patron records; monitors overdue fines and fees; notifies reciprocal libraries of delinquencies.

7. Participates in planning, evaluating, selecting and installing computers and related hardware and software; maintains and troubleshoots computer and network problems; makes minor repairs to computer terminals, microcomputers and peripheral hardware; installs and updates programs and software as needed; monitors student use of the internet; maintains and performs minor repairs on office equipment and photocopy machines.

OTHER DUTIES

1. Assists professional Librarians as requested.
QUALIFICATIONS

Knowledge of:

1. Terminology and basic principles related to paraprofessional work in a community college library.
2. Basic public desk etiquette and methods of providing information.
3. Basic practices and procedures of collection management.
5. Operation of library equipment, systems and support tools, including ROM readers, computer system, computer terminals, indices, and common reference tools.
6. Automated library information systems and tools.
7. Standard office practices, procedures and equipment.
8. Basic supervisory practices and procedures.

Ability to:

1. Perform routine reference searches using available reference tools.
2. Selects materials for patrons by determining patron’s needs.
3. Learn and apply technical expertise in areas of assignment.
4. Give clear and concise work instructions.
5. Communicate clearly and effectively, orally and in writing.
6. Prepare and maintain basic financial and statistical records.
7. Understand and follow written and oral work instructions.
8. Establish and maintain effective working relationships with management, co-workers, patrons, the public and others encountered in the course of work.

Education, Training and Experience:

A typical way of obtaining the knowledge, skills and abilities outlined above is graduation from high school or G.E.D. equivalent; completion of specialized technical library courses and two years of experience as a Library Technician; or an equivalent combination of training and experience.

Licenses; Certificates; Special Requirements:

A valid California driver’s license and the ability to maintain insurability under the District’s vehicle insurance policy.
PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit and stand; talk and hear, in person and by telephone; use hands to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stoop, kneel and bend to retrieve library materials. Employees regularly lift up to 25 pounds and push or pull up to 100 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work on multiple, concurrent tasks; work with constant interruptions; and interact with management, co-workers, patrons, the public and others encountered in the course of work.

WORK ENVIRONMENT

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

Employees work under typical library conditions, and the noise level is usually quiet.