GENERAL PURPOSE
Under general supervision, performs a variety of routine technical and administrative library services in support of a section of the library; and performs related duties as assigned.

DISTINGUISHING CHARACTERISTICS
Library Technician I is the advanced entry-level class in the non-professional library class series. An incumbent in this class performs a variety of routine technical and administrative library duties to facilitate the operations of a section of the library.

Library Technician I is distinguished from the class of Library Technician II in that incumbents in the latter class are responsible for assisting in coordinating the workflow of an assigned section of the Library and performing routine to moderately difficult cataloging duties, requiring a greater knowledge of library policies, 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. Performs specialized clerical and administrative support duties related to the ordering, purchasing and processing of new and donated books, periodicals and other materials; checks vendor catalogs against current library holdings; prepares book requisitions and order cards to acquire new books or replace outdated, lost, stolen or damaged books and materials; receives, inspects and verifies the accuracy and condition of received shipments; checks in new books; returns incorrect shipments and works with vendors to resolve problems; prepares confirming requisitions to request payment for books.

2. Processes new library books, serials and other materials to prepare for shelving; stamps and places security tape on new books and materials; affixes labels and book pockets as necessary.

3. Assists in discarding books and other materials from the collection; stamps books to be withdrawn; boxes withdrawn books and contacts Warehouse staff for pickup.

4. Prepares and maintains a variety of records, reports and files; compiles, prepares and maintains records on library acquisitions; tracks and maintains acquisition budgets as needed.

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.
4. Operation of library equipment, systems and support tools, including microfilm/microfiche readers, computer systems and terminals, indices and common reference tools.
5. Automated library information systems and tools.
6. Modern office practices, procedures and equipment.

Ability to:

1. Process and shelve books, periodicals and other materials.
2. Perform routine reference and bibliographic searches using available reference tools.
3. Learn and apply technical expertise in areas of assignment.
4. Communicate clearly and effectively, orally and in writing.
5. Prepare and maintain basic statistical records.
6. Understand and follow written and oral work instructions.
7. Establish and maintain effective working relationships with District management, staff, faculty, students 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 one year of progressively responsible library experience; 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 District management, staff, faculty, students 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.

An employee works under typical library conditions, and the noise level is usually quiet.