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

DISTINGUISHING CHARACTERISTICS
Library Technician II is the journey-level class in the non-professional library class series. Incumbents in this class perform a variety of technical library duties to facilitate the operations of a section of the library.

Library Technician II is distinguished from the class of Lead Library Technician in that incumbents in the latter class are responsible for overseeing the activities of an assigned library desk or area and providing lead work direction and monitoring the work of staff and student assistants, 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. Assists in coordinating the workflow of an assigned section of the Library; establishes task order and priority.

2. Participates in the processing and cataloging of books, periodicals, media materials and continuations; researches, downloads and modifies catalog records; obtains, creates, edits, prints and saves bibliographic, holding and item records; reviews record conflicts and verifies holding and call numbers; creates and affixes call number labels; sensitizes books and materials; enters barcodes and places security tape on books and materials; stamps, dates and color codes items; affixes pockets and laminates book and periodical covers; reinforces spines.

3. Maintains integrity of the library’s catalog and library holdings database to ensure consistency; adds or deletes items from the database as needed; determines appropriate actions for cataloging changes, reclassifications, withdrawals and reinstatement of materials; searches book stacks to be replaced, withdrawn or updated; compiles and updates periodicals holding lists.

4. Receives and processes inter-library loans requests from students, faculty, staff and requests from other libraries; submits requests to inter-library loan OCLC interface; retrieves books and sends to
other campus or places on hold shelf; monitors and follows up on overdue materials; notifies reciprocal libraries of delinquencies and to renew checkouts.

5. Provides quality customer service to faculty, staff and students; notifies instructors of availability of requested materials; checks in and out instructional media materials to faculty, staff and students as needed; provides information and instructs patrons on the use of library equipment.

6. Organizes, arranges and maintains the Library’s microfilm and microfiche collections; ensures proper order and checks for missing items; updates holding records.

7. Prepares and maintains a variety of records, reports and files; compiles, prepares and maintains statistical reports for District and state reports on library acquisition, withdrawals, fees aid and lost, overdue and missing books.

OTHER DUTIES

1. Assists professional librarians as requested.

2. Performs a variety of other duties in support of section activities; sorts and distributes mails; performs inventories of section supplies and orders section supplies and materials as needed; performs minor repair and maintenance on computer and office equipment as needed.

3. Trains and provides work direction to student workers.

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, 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 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, 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.