

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

**Position:** Library Technician, Senior

**Department:** Library

**Location:** Evergreen Valley or San Jose City College

**Date:** 8/28/2017

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**POSITION PURPOSE**

Under the direction of an assigned administrator, perform a wide variety of complex and difficult paraprofessional library/media center activities and assist in directing a major unit of library/media center operations and activities.

**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/media 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/media center activities or procedures necessary to maintain a unit of a library function or process. Incumbents collect fines and account for monies and hire, train and evaluate student workers.

**KEY DUTIES AND RESPONSIBILITIES:**

1. Oversee and participate in the ordering, receipt and processing of a variety of library/media center materials.
2. Facilitate the use of library/media center services, answer questions regarding materials/media availability and respond to reserve collection inquiries.
3. Review and evaluate a variety of library/media materials for cataloging purposes; search, create and revise catalog records for print and non-print materials through computer terminal and enter catalog and inventory records in computerized database.
4. Assist in the maintenance of the library catalog.
5. Type and print classification labels.
6. Withdraw obsolete and worn materials from the library/media center collection and update files.
7. Hire, train and evaluate the work of student workers as assigned.
8. Organize and maintain a collection of reserve books and materials/media at the request of librarians and instructors.
9. Prepare overdue notices; follow up on overdue notices to recover library/media center materials not returned.
10. Perform bibliographic searching and assist in acquisition of new materials/media as required.
11. Coordinate the cataloging and processing of library/media materials to ensure efficient work flow and timely availability of new materials.
12. Assess and collect cash payments for overdue, damaged and lost materials. Resolve conflicts with patrons resulting from assessment, issue warrants for refunds and account for monies received.

13. Notify faculty and staff of availability of requested materials/media.
14. Prepare and distribute reading lists and publications; develop and prepare bulletin boards, displays and posters.
15. Assist in liaison with faculty and staff regarding processing and location of library/media center materials.
16. 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.
17. Participate in selecting, overseeing training and evaluating student assistants in work related to circulation, shelving and other library/media center activities.
18. Plan and organize various staff projects or assignments for subordinate personnel; adjust staff work schedules to cover absences and provide adequate support to various library/media center activities.
19. Provide assistance to librarians in informational research or library/media center operations. Consult with librarians on ordering replacement copies and additional copies of materials.
20. Maintain appropriate liaison with representatives from other libraries.
21. 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/media center materials and equipment. Refer reference questions to the librarian on duty.
22. Assist in developing procedures and forms; prepare special reports and surveys as directed.
23. Establish, maintain and update a variety of records and files related to library/media center operations and inventory, including budgetary/financial records, purchase orders, facility usage summaries circulation data and media usage.
24. Coordinate circulation activities for library/media center materials with faculty and other library units.
25. Assist patrons in the use of library/media center equipment including VCR players, online catalog, computers and copiers and provide technical assistance for malfunctions.
26. Perform other related duties as assigned.

## **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 cataloging 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. Operate a calculator, personal computer and other office equipment.
7. Type at a rate of speed necessary for effective job performance.

**Experience and Education:**

1. Graduation from high school supplemented by college level course work in library technical assisting or related field.
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, 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.

Board Approved: 11/12/1991, 03/14/2000  
Salary Range: 80  
EEO Category: 2B3 – Technical/Paraprofessional