

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Library Technician	Job Family: 4
General Classification: Front-Line	Job Grade: 1

Definition: To provide the lead role in receiving and physically preparing new materials for the Library's collection as well as removing items from the collection.

Distinguishing Characteristics: This position performs a wide range of technical duties related to adding, maintaining, and removing items from the Library's collection, as well as special collection projects. This position provides guidance to hourly staff doing similar work.

Receives general supervision from assigned professional or paraprofessional staff.

Examples of Duties: Duties may include, but are not limited to, the following:

1. Receive Library materials in the Integrated Library System database, assigning item record codes.
2. Search for and download bibliographic records for catalogers.
3. Process new Library materials, including printing and attaching labels, programming and attaching RFID tags, checking in items, and distributing to departments.
4. Handle damaged items, mending or withdrawing as needed.
5. Relabel and repackage Library materials as needed.
6. Place holds on and search for items for reclassification and update information in Library database.
7. Create and maintain documentation for physical processing procedures.
8. Provide guidance and support to hourly Library Technicians.
9. Perform other related duties as assigned.

Minimum Qualifications:

Knowledge of: Principles and practices of Library classification systems, organization, terminology, and procedures.

Ability to: Communicate clearly and concisely, both orally and in writing; work independently; complete physical work neatly and efficiently; use computer systems; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: A combination of relevant experience, education, and training that will satisfy the required minimum qualifications, knowledge, and abilities.

Equivalent to completion of the 12th grade. Six months of experience in a library setting. Experience in receiving Library materials in an integrated library system; physical processing of books and media; and/or downloading bibliographic records is highly desirable.

Established: July 2017

Revised: November 2017

HRD/CLASS SPECS

Library Technician