

## KENT COUNTY POSITION DESCRIPTION

*Kent County Levy Court  
555 Bay Road, Dover, DE 19901*

Department of Community Services

*Division of Libraries*

Classified, GRADE 8

35 or 40 Hour Week

### **LIBRARY TECHNICIAN II**

**GENERAL STATEMENT OF DUTIES:** Performs varied skilled library services for County library and/or bookmobile; distributes library materials to public libraries; assists patrons and processes library materials for circulation; catalogs materials into automated database; coordinates programs and publicity; does related work as required.

**DISTINGUISHING FEATURES OF THE CLASS:** Positions in this class are responsible for supervising temporary/contractual/part-time staff, providing highly skilled library services such as assisting users, check out/in of materials, automated system tasks, and clerical responsibilities. The incumbent may also be responsible for driving the mobile library to scheduled stops and assuring that administrative tasks are performed so that the most efficient and effective service is provided to users. The incumbent will work a flexible schedule, which includes some evenings and weekend hours.

**ADA REQUIREMENTS:** This is medium work requiring the exertion of 50 pounds of force occasionally, up to 20 pounds of force frequently, and up to 10 pounds of force constantly to move objects, and some heavy work requiring the exertion of 100 pounds of force occasionally, up to 50 pounds of force frequently, and up to 20 pounds of force constantly to move objects; work requires climbing, crouching, stooping, reaching, walking, pulling, pushing, lifting, and grasping; vocal communication is required for expressing or exchanging ideas by means of the spoken word; hearing is required to perceive information at normal spoken word levels, and to receive detailed information through oral communications and/or to make fine distinctions in sound; mental acuity is required to make rational decisions through sound logic and deductive processes; visual acuity is required for depth perception, color perception, night vision, peripheral vision, preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, operation of motor vehicles or equipment, and observing general surroundings and activities; the worker is subject to inside and outside environmental conditions.

**EXAMPLE OF WORK:** (Illustrative only)

Perform cataloging and processing of library materials;  
Maintain circulation system for library and bookmobile;  
Develop and coordinate outreach programs and publicity;  
Supervise volunteers and/or other temporary staff, as assigned;  
Prepare monthly statistical reports;  
Assist library users in book and material selection;  
Recommend/select books and materials to be ordered;

Maintain periodicals;  
Drive bookmobile to scheduled stops when not assigned to library task;  
Perform necessary housekeeping chores in library and bookmobile;  
Participate in development of policies and procedures for library/bookmobile operations;  
Process financial transactions and prepare daily cash receipts for deposit.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES: Ability to accurately instruct others in library procedures; ability to assist users with library connectivity and computerized equipment; ability to communicate effectively both orally and in writing; ability to tabulate and compile data accurately; ability to perform detailed tasks; physical ability and stamina to carry large bags of books and library materials between libraries and the delivery vehicle; ability to drive or learn to drive bookmobile or tow vehicle towing a large mobile library trailer; working knowledge of personal computers and pertinent applications; regular and timely attendance; performance of duties in a safe manner.

ACCEPTABLE EXPERIENCE AND EDUCATION: Completion of standard high school coursework or G.E.D. and three years of library-related experience, or any combination of experience and training which provides the required knowledge, skills and abilities.

ADDITIONAL REQUIREMENTS: Possession and retention of a valid motor vehicle operator's license issued by the State of Delaware. Good driving record required to retain position. All motor vehicle violations shall be reported to supervisor immediately. Must pass testing for substance abuse and criminal background investigation. Must maintain a positive work environment by acting and communicating in a manner that promotes harmonious relations with customers, co-workers, and supervisors. Direct deposit of pay required.

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Employee Acknowledgement

Eff. 10/01/07

Rev. 07/01/15

Rev. 07/01/16