

Title: Library Technician III
Department: Community Services
Division/Office: Libraries Division



Grade 2112; Hourly position; Category: Classified; Job Code: LT3; Rev.:07/01/2021

General Description

The purpose of this position is to perform paraprofessional library services for the County library system.

This single position class works independently, under limited supervision, reporting major activities through periodic meetings.

Duties and Responsibilities

The functions listed below are those that represent the majority of the time spent working in this position. Management may assign additional functions as necessary.

- Coordinates, assigns and reviews work and establishes work schedules; maintains standards; monitors status of work in progress; inspects completed work assignments; answers questions; gives advice and direction as needed.
- Performs original and copy cataloging; classifies library materials; selects and assigns classification numbers; maintains database of library materials.
- Performs system administration duties; troubleshoots and maintains network and staff computers; reports problems; provides system reports; installs cataloging software upgrades; tests, maintains and modifies software.
- Coordinates circulation and reference desk activities, as assigned.
- Provides reference assistance to patrons; instructs staff and the general public in the use of materials.
- Supervises the management of the library's periodical collection.
- Reviews assigned library collections; weeds and assists in selecting replacement materials; contributes to acquisition and collection development efforts.
- Recommends the adoption of bibliographic maintenance standards and authorities in an automated environment; oversees automated processing of all library materials.
- Assists in the development of the library budget; monitors expenditures.
- Coordinates activities with automation vendors.
- Maintains statistics and prepares related reports.
- Performs related work as required.

Minimum Education and Experience Requirements:

Requires Associate's degree supplemented by three (3) years of library-related experience or an equivalent combination of education and experience.

Additional Requirements:

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.

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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.

Americans with Disabilities Act 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; physical attendance at work site is required to perform manual tasks, provide immediate service to onsite customers, and supervise or interact with work group; 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.

Special Certifications and License Requirements:

- Must possess and maintain a valid state driver's license with an acceptable driving history.

Notices:

Kent County is an Equal Opportunity Employer. ADA requires the County to provide reasonable accommodations to qualified persons with disabilities. Prospective and current employees are encouraged to discuss ADA accommodations with management. This is an employment at-will position.

Employee Acknowledgement