



LIBRARY TECHNICIAN
FLSA: Non-Exempt
Grade 17 \$31,288.24 - \$50,061.17

GENERAL DEFINITION

This employee performs work of a technical nature as a trained technician in the receipt, cataloging, indexing and classification of library resources. Employees in this classification ensure the accurate processing of library books, materials, and resources in accordance with established policies and procedures. Work is performed under the supervision of a Library Associate, Librarian, the Assistant Library Director and/or the Library Director.

ESSENTIAL JOB DUTIES

The list of duties and functions, as outlined herein, is intended to be representative of the type of tasks performed within this classification. They are not listed in any order of importance. The omission of an essential function does not preclude management from assigning duties not listed herein if such functions are a logical assignment to the position.

- Performs ordering, receipt, and acquisition of library books, resources, and materials in accordance with established policies and procedures.
- Utilizes automated systems for ordering, recording, tracking, accounting, and payment processing for library materials.
- Compiles usage and statistics reports.
- Provides customer service to library patrons.
- Performs cataloging, classification and indexing tasks for acquisitions.
- Processes acquisitions in preparation for circulation, e.g., inserting/attaches labels, jackets, and pockets.
- Performs minor repairs and restoration of materials within the scope of abilities.
- Performs a wide variety of clerical and administrative support functions in supporting day-to-day operations as directed.
- Participates in the preparation, marketing, and communications regarding library programming and events.
- Researches prepublication of books, book reviews, and professional journals.

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- May assist a Librarian with various special projects.
- Requires regular attendance to scheduled work shifts.

KNOWLEDGE, SKILLS & ABILITIES

- Working knowledge of library classification, cataloging, and indexing processes and procedures.
- Working knowledge of Library Science database search principles and standards.
- Working knowledge of library operations, policies, and procedures.
- Considerable knowledge of standard office technologies, e.g., personal computers, word processors, the Internet.
- Ability to work independently with limited supervision in adherence with the department policies and procedures.
- Ability to supervise the activities of volunteers and interns providing assistance with general library operations.
- Ability to provide entry-level staff with general training, guidance and direction regarding library operations, policies and procedures.
- Ability to establish and maintain effective working relationships with coworkers, management, patrons, and other external entities in a courteous and professional manner.

PHYSICAL REQUIREMENTS

The City of Oakland Park is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act (42 U.S. C. 12101 et. seq.), the City of Oakland Park will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

- The ability to stand, sit, walk, talk and hear.
- Must be able to operate objects, tools or controls and reach with arms and hands.
- Walk up or down stairwells, ladders or steps.

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- The employee must frequently lift and/or move up to 35 pounds.
- Vision ability includes close and peripheral vision, and color, depth, and texture perception.
- Oral communications ability.
- Ability to smell.

MINIMUM ACCEPTABLE EDUCATION, TRAINING & EXPERIENCE

High school diploma or GED Certificate, with 5 years experience in library operations, 2 of which shall be in the cataloging, indexing and classification functions. Associate's or Bachelor's degree preferred and substitutes for the required experience on a year for year basis; or an equivalent combination of education, training and experience.

PREFERRED

Specialized certificates in Encoded Archival Description (EAD) or MARC 21 standards.

I _____ have read and acknowledge receipt of the job classification.

Employee signature

Date