



Position	<i>Library Technician</i>	Type	<i>Temporary, Part-Time</i>
Department	<i>Library</i>	Class	<i>Non-Exempt</i>
Supervisor	<i>Library Services Director</i>	Salary	<i>8 (Temporary/Part-Time/Seasonal Employees Wage Table)</i>

Summary

This is a casual, part-time position working one to two shifts per week, with additional hours filling in for full-time staff as needed. The Library Technician performs routine clerical and technical tasks to support library operations, including processing and circulating materials, assisting patrons, and supporting library programs.

Distinguishing Characteristics

The Library Technician supports access to information and resources, assists patrons of all ages, and promotes the effective use of library services.

Essential Duties and Responsibilities

- Assist patrons of all ages in locating library materials and using resources.
- Use the library automation system to circulate materials, process library card applications, and collect service charges for overdue, lost, or damaged items.
- Provide basic computer and device assistance to patrons.
- Shelf and organize materials accurately by classification.
- Prepare materials for circulation, including labeling, barcoding, and covering.
- Catalog pre-classified materials by locating bibliographic records in an online database.
- Process interlibrary loan requests through the OCLC database.
- Support library programs by assisting with preparation and implementation.



- Participate in library beautification efforts, including displays, organization, and upkeep of public spaces.
- Substitute for full-time staff when needed.
- Perform other duties as assigned to support overall library operations.

Qualifications

Knowledge and Skills

- Basic knowledge of library operations, the Dewey Decimal System, and American Library Association filing rules.
- Strong customer service skills and effective communication with diverse patrons.
- Basic computer skills and the ability to learn library software and other programs.
- Ability to compose routine written communications such as memos and announcements.

Abilities

- Operate and assist patrons with computers, mobile devices, and office equipment.
- Learn and adapt to various computer programs and technologies.
- Work effectively as part of a team and represent the City and Borough in a positive manner.
- Flexibility to work Mondays, Saturdays, occasional evenings, and substitute for staff as needed.

Physical Abilities

- Work indoors in an active library environment.
- Shelve and retrieve materials from above shoulder height and below knee level.
- Occasionally ascend/descend stairs and move equipment weighing up to 40



pounds.

Education and Experience

Must be at least 17 years of age.

Licenses and Certificates

Valid driver's license may be required.

Working Conditions

Work is performed indoors with minimal exposure to health and safety hazards.

This job description and classification outline the general nature of the work performed, representative duties, and the typical qualifications required for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.

