

## City & Borough of Wrangell

## Position Description

Position: Library Technician	Type: Temporary Part-Time
Department/Site: Library	FLSA: Non-exempt
Evaluated by: Library Services Director	Salary Grade: 8 on the Temporary/Part-time/Seasonal Employees wage table

### **Summary**

This is a casual part-time position that may work one to two shifts per week and fill in for full-time staff when needed. This position performs routine and recurring clerical duties specific to library operations. Duties include processing and circulation of library materials, responding to routine requests for information and assistance, and aiding in program implementation.

### **Distinguishing Career Features**

The Library Technician facilitates access to information and resources, supports library patrons in their quest for knowledge and promotes the effective utilization of library services.

### **Essential Duties and Responsibilities**

- Assists patrons of all ages with finding library materials.
- Uses library automation system to circulate materials. Collects service charges on overdue, lost, or damaged materials, and processes applications for library cards.
- Assists patrons with basic computer and device skills.
- Shelves and re-shelves books and other items into proper alpha or numeric category.
- Prepares books and other materials for circulation. Applies labels, bar codes, and plastic covers to books and audiovisual materials.
- Catalogs pre-classified books and other library materials by obtaining the correct bibliographic record online from a computer database.
- Processes interlibrary loan requests through the OCLC database.
- Assists other staff with preparation and implementation of programming.
- Participates in library beautification efforts such as but not limited to displays, placing and aligning materials on shelves, furniture arrangements and cleanliness, and appearance of entry ways.
- Fills in for full time library staff when needed.
- Performs other duties as assigned that support the overall objective of the position.

## **Qualifications**

- **Knowledge and Skills**

Requires basic knowledge of library operations, the Dewey Decimal System, and the American Library Association rules for filing. Requires excellent customer service skills, and sufficient writing skills to compose routine memos and announcements.

- **Abilities**

Requires the ability to operate and assist patrons in using computers, mobile devices, and other office equipment. Requires the ability to learn various computer programs. Requires the ability to work as contributing member of a team and convey a positive image of the city and its services. Requires the ability to work Mondays, Saturdays, occasional evenings, and fill in for full-time staff throughout the week when needed.

- **Physical Abilities**

Must be able to function indoors in an office environment and engage in work of a moderately active nature. This position requires the employee to move about the library shelving materials both above eye level, and below knee level. Employee will 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**

May require a valid driver's license.

- **Working Conditions**

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

*This job/class description, describes the general nature of the work performed, representative duties as well as the typical qualifications needed for acceptable performance. It is not intended to be a complete list of all responsibilities, duties, work steps, and skills required of the job.*