

# CLASSIFICATION ADDENDUM

**Job Title:** Library Technician

**Classification Specification:** Management Support Technician

**Barg Unit:** OPE

**Pay Grade:** B21

*This classification **addendum** further clarifies job specific duties and requirements of a job within a particular classification. Note: The classification specification document is to be referenced and this document utilized as the addendum (supplement). It is intended to provide additional information, where needed, and is not intended to provide an exhaustive list of duties and responsibilities; specific position assignments will vary depending on business needs.*

## Essential Characteristics and Duties Addendum

The Library Technician performs varied duties in various divisions of the Library. Charges and discharges books, registers new patrons and maintains registration file; assists in the “overdue” process and reserve book program; prepares bibliographies and book lists; participates in the selection of new material and preparation of material for displays and programs; assists patrons with reference and advisory work and in locating and selecting material; may conduct group tours and participate in presentations and programs; assists in maintaining collections; enters and maintains records and data; prepares new books for circulation; may order and receive material and supplies; participates in the training of new technicians and aides; provides input for unit budget preparation as required. Performs related duties as assigned.

## Qualifications Addendum

*An entry-level person would be expected to possess the following or any equivalent combination of knowledge, skills, education and experience in order to successfully perform the job.*

### **Training & Experience:**

- In the field of Liberal Arts or related training, that includes sufficient related experience in an office or library environment.

### **Licensing Requirements:**

- N/A

### **Knowledge:**

- Principles and practices used in the processing, circulation, cataloging, and acquisition of library materials;
- Basic library terminology;
- Filing systems, data processing, and letter composition.

### **Skills:** *(Demonstrated skill in performing the following)*

- Learning City library operations, procedures, methods, and policies

**Qualification For Grade Progression:** N/A

## Physical Requirements Addendum

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Light Work as defined in the classification specification. Further definition of the physical requirements of the position can be found in a job task analysis.

### **Addendum History**

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