

## **TECHNICAL SERVICES LIBRARIAN**

### **Definition:**

Under general supervision performs a variety of professional library work; catalogs and classifies library materials; assists Library staff with technical service matters and performs related work as required.

### **Essential Duties and Responsibilities:**

The responsibilities and essential duties performed on a frequent and recurring basis by an incumbent in the class include the following:

Catalogs and classifies a variety of library materials and formats.

Creates and modifies serial control records and monitors related check-in and claiming data.

Performs library database maintenance tasks.

Remains knowledgeable and current in methods of cataloging all library media based on Online Computer Library Center (OCLC) guidelines, Library of Congress and Anglo-American Cataloguing (AACR II) rules and the Dewey Decimal Classification System.

Remains knowledgeable and current on technological advances which impact library service.

Advises and assists staff with cataloging questions.

Participates, organizes and implements library technical services work.

Explains and applies library policies and procedures to staff as assigned.

Participates in the compiling of activity reports and statistics.

Participates or assists in the processing of new materials and in the maintenance of the collection as needed.

Monitors/coordinates the work of staff as assigned.

Opens and/or closes and secures the Technical Services area of the Library and other library facilities as assigned.

Operates a personal computer and uses applicable software to catalog material and generate specialized library reports and related items.

Lifts and moves boxes of books, supplies and other items weighing 30 pounds or less.

**Other Duties and Responsibilities:**

Performs other projects/tasks as assigned.

Monitors and is responsible for the operation of the Technical Services program as assigned.

May push/pull a loaded book cart.

May drive a vehicle on City business.

**Class Characteristics:**

Technical Services Librarian is a single incumbent journey level class with an emphasis on technical library services. Duties require exercising judgment and initiative and are performed under limited supervision. Technical Services Librarian is distinguished from the class of Senior Librarian by the Senior Librarian's higher level of responsibility and from the other librarian classes by the Technical Services Librarian's cataloging and classification responsibilities and the specialized knowledge required.

**Contacts and Relationships:**

The Technical Services Librarian establishes and maintains contact with staff in the Library. Additional contact will occur with the City's Management Information Systems staff and library vendors.

**Qualification Guidelines:**

The knowledge and abilities which are required to perform the duties and responsibilities of this class are as follows:

**Knowledge of:**

Principles and practices of library science.

Principles, techniques and procedures of cataloging, indexing, classifying and organizing library materials including bibliographic databases.

Library organization, policies/procedures, methods, functions, practices and terminology.

English usage, spelling, grammar and punctuation.

Computer applications related to area assigned.

**AND**

**Ability to:**

Classify and catalog library materials.

Perform responsible Library Technical Services duties.

Communicate effectively orally and in writing.

Interpret, apply and explain rules, regulations, policies and procedures.

Establish and maintain effective relationships with those contacted in the course of work.

Understand and carry out oral and written instructions and use independent judgment and initiative.

Operate a personal computer and use applicable software.

Meet the public with courtesy and tact.

**A typical way to obtain the knowledge and abilities is as follows:**

**Education:**

Bachelors Degree in any major to include some information systems/computer science course work and a Masters Degree in Library Science from an accredited college or university.

**AND**

**Experience:**

Two years of library experience to include some information systems and classification/cataloging experience OR two years of information systems experience and one year of library experience to include some classification/cataloging experience.

**Special Requirements Include:**

Valid and appropriate California Drivers License and acceptable driving record at time of appointment and throughout employment in this position.

Must be able to work a flexible schedule including weekends and evenings to accommodate City needs.

**Other:**

Bilingual ability may be preferred but is not required.

**Physical Tasks and Working Conditions Include the Following:**

Work is performed in an office and library environment. The incumbent uses a computer, keyboard and related equipment, sits, stands, walks, kneels, crouches, twists, reaches, bends, grasps, lifts and moves boxes of books, library equipment, supplies and related items weighing 30 pounds or less and will be exposed to book dust. An incumbent may push and/or pull a loaded book cart, drive a vehicle on City business, use a step stool and must be able to meet the physical requirements of the series and have mobility, balance, coordination, vision, hearing and dexterity levels appropriate to the duties to be performed.

**Fair Labor Standards Act Designation:** Exempt (Professional).

Revised and Class Split from Librarian September 2005

Revised February 1997