

**PERALTA COMMUNITY COLLEGE DISTRICT - January, 1982**

**CLASSIFIED JOB DESCRIPTION**

**SENIOR LIBRARY TECHNICIAN  
(SEIU Local 1021 Salary Range 054)  
Job Code: 077**

**CLASS PURPOSE**

Under general supervision, the Senior Library Technician performs specialized subprofessional library technical work. This class normally has responsibility for more difficult library technical duties and is normally assigned responsibility for a specific area, such as the main circulation area or the periodical circulation area of the library. Supervision and training of student assistants is a function associated with this class.

**WORK SCHEDULE**

This is normally a full-time position with a work schedule of five days and 40 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

**EXAMPLES OF ESSENTIAL DUTIES:**

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

- Main circulation area of the Library:
  - trains and supervises student assistants
  - interviews and recommends students for work in circulation, arranges their work schedules, and reviews their time cards
  - supervises student help engaged in checking library materials in and out, carding and shelving books, searching shelves for overdue materials, maintaining records on overdues, maintenance of microfilm and equipment, and keeping of daily library statistics on attendance and circulation
  - gives information to patrons on location and use of materials
  - processes requests for setting up reserve materials, including removing materials from general circulation and setting up appropriate records
- Periodical circulation area of the Library:
  - trains and supervises student assistants engaged in checking in and out of periodicals and college catalogs, shelving and retrieving of periodicals, college catalogs and microfilm, checking for overdue materials, and typing overdue notices, maintaining records on overdues and typing catalog cards, labels and lists

**Job Description:** Senior Library Technician

- interviews and recommends students for work
- assists faculty and library staff with inquiries regarding periodical orders, titles, and publishers
- initiates all correspondence of claims and problems concerning periodicals
- maintains detailed records of all periodical and microfilm expenditures and encumbrances and processes bills for payment
- keeps daily library statistics on reference inquiries and makes monthly reports of same
- gives information to patrons on location and use of materials and equipment
- Performs other related duties as required.

**MINIMUM QUALIFICATIONS**

1. Three years of library technical experience and/or any combination of training and experience that could likely provide the desired knowledge and abilities.
2. Understanding of, sensitivity to and respect for the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of Peralta Colleges' students, faculty, staff and community.

**DESIRABLE QUALIFICATIONS**

- Proficiency with a personal computer along with word processing, spreadsheet and database management software programs (e.g., MS Office Suite, MS Word, Excel and Access).
- Knowledge of the Library of Congress cataloging and filing systems and the new technologies used in libraries.
- Library Technician's Certificate or Degree.
- Ability to maintain financial and statistical records.
- Experience working with computerized on-line catalogs and with Ameritech Horizon or similar Library automation software.
- Knowledge of computer hardware and software, including library applications.
- Effective communication and conflict resolution skills.
- Sensitivity and understanding of the diverse public service needs of a campus library.
- Knowledge of:
  - library technical processes relating to the acquisition and classification of library materials
  - library terminology and standard practices
  - Library of Congress cataloging and filing systems.
  - principles and techniques of supervision
  - methods and practices of financial record keeping related to libraries
- Ability to:

**Job Description:** Senior Library Technician

- perform sub professional library duties relating to technical processing and public services
- perform library clerical duties with speed and accuracy
- maintain financial and statistical records
- establish and maintain cooperative relationships with those contacted in the course of work
- train and supervise assigned personnel
- type accurately from clear copy

**ENVIRONMENTAL DEMANDS**

- Occasional work performed alone
- Constant work around and with people

**PHYSICAL REQUIREMENTS**

- Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs
- Occasional lifting and carrying up to 15 lbs.
- Occasional pushing and pulling up to 20 lbs.
- Occasional twisting of body
- Occasional use of manual dexterity
- Occasional use of tactile acuity
- Occasional use of visual acuity from a distance, with depth, and for color
- Frequent work at a rapid pace
- Frequent reaching, high, low, and level
- Frequent audio acuity at all ranges, including speech
- Frequent visual acuity for reading
- Constant sitting
- Constant use of clear oral communication

**TOOLS AND EQUIPMENT USED**

- Standard Office Equipment.

Established: January 1982  
Revised: November 7, 1997  
Revised May 2000