

LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: An employee in this class is responsible for bibliographic instruction of patrons in the use of the Online Public Access Catalog (OPAC) and other electronic resources. An incumbent will also perform regular library functions while overseeing and coordinating all technical support functions of the various programs within a library. This is administrative and technical work in which the incumbent carries out broad policy as determined by the library board. The work is performed under the general direction of the Library Director with wide leeway allowed to make independent decisions on routine matters according to defined policy and procedure. Supervision is exercised over subordinate employees. Does related work as required.

TYPICAL WORK ACTIVITIES: The typical work activities listed below, while providing representative examples of the variety of work assignments in the title do not describe any individual position. Incumbents in this title may perform some or all of the following, as well as other related activities not described.

Instructs library patrons in-person and by telephone in the bibliographic use of Online Public Access Catalog (OPAC), and other electronic resources;

Performs regular library cataloging and classification functions as needed;

Maintains an Online Public Access Catalog (OPAC), by linking all library items to the system;

Oversees and coordinates all technical support functions of library programs;

Orders, receives and processes all library materials and office supplies;

Maintains and prepares statistical reports when needed by the Library Director;

Recommends and administers policy and procedure;

Attends meeting, workshops, and training seminars in order to keep current with library automation and processes and recommend new library programs and services;

Supervises subordinate staff and volunteers;

May perform circulation desk duties as required.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Good knowledge of the principles and practices of library techniques; good knowledge of library administrative practices; good knowledge of the arrangement and uses of library materials; working knowledge of electronic cataloging and classification activities; ability to carry out library policies; ability to use and instruct patrons in the use of library materials and equipment; ability to supervise the work of others; ability to communicate effectively both orally and in writing; ability to work independently and make relevant decisions; good judgment; initiative; tact and courtesy; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Either:

- A. Graduation from a regionally accredited or New York State registered college or university with a bachelor's degree; **OR**
- B. Graduation from a regionally accredited or New York State registered college or university with a associates degree and two (2) years of paid or volunteer full-time library clerical experience or its' part-time equivalent; **OR**
- C. Graduation from high school or possession of a high school equivalency diploma and four (4) years of paid or volunteer full-time library clerical experience or its' part-time equivalent; **OR**
- D. An equivalent combination of training and experience as described in A, B and C above.

ULSTER COUNTY
4070 LIB TECH
Classification: Competitive
OA

Revised: July 17, 1990
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