

Civil Division: Libraries, Schools, Villages
Jurisdictional Class: Competitive
Non-Competitive (Part-Time)
EEO Category: Technicians
Revised: 07/13/06

LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: The incumbent in this class serves a library serving of a population of less than 5,000. This is not a professional librarian position. It involves the responsibility for operating a library and for ensuring the provision of library services to such a community. The work involves carrying out broad policy, as determined by the facility's governing board. Direct supervision may be exercised over clerical and part-time help. The incumbent performs related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative Only)

Selects books and related materials for acquisition;
Develops a wide range of programs to attract community involvement;
Performs reference services;
Compiles book lists and bibliographies;
Plans the installation of new types of services;
Recommends and promotes necessary library services;
Prepares preliminary budget estimates;
Submits a budget to the library board;
Directs and supervises the expenditures of library funds;
Recommends and administers book buying policies of the library;
Supervises the maintenance of buildings and grounds;
Recommends repairs, alterations and new construction;
Represents the library at community and group meetings;
May perform original cataloging and classifying;
May operate office machinery such as photocopiers, fax machines, typewriters, computers, etc;
May operate and maintain audio-visual equipment.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS: Working knowledge of library services and procedures; working knowledge of library materials and their use; ability to carry out library policies and procedures; ability to use library computer and audio-visual equipment; ability to train library staff; ability to plan, coordinate, and supervise the work of others; ability to establish effective working relationships with community organizations; ability to express oneself clearly both orally and in writing to groups and individuals; skill and accuracy in the performance of technical library tasks; tact and courtesy in dealing with staff and public.

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MINIMUM QUALIFICATIONS: Either:

- (A) Successful completion of sixty (60) credit hours from a regionally accredited or New York State registered college or university; **OR**
- (B) Graduation from high school or possession of a high school equivalency diploma **AND** two (2) years of clerical experience; one (1) of which must be library clerical experience; **OR**
- (C) Four (4) years of clerical experience; one (1) of which must be library clerical experience.

NOTE: Verifiable part-time and/or volunteer experience as defined in (B) above will be pro-rated toward meeting full-time experience requirements.

Adopted: 09/13/85
Revised: 02/03/95, 07/13/06