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| **LIBRARY TECHNICIAN II, TECHNICAL SERVICES**  |
| **Reports to:**  | Manager, Library Operations |  |  |
| **Dept:** | Library Services | **Range:** | 22 |
| **FLSA:** | Nonexempt | **EEO:** | Technical and Paraprofessional |

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed by individual positions.*

**BASIC FUNCTION:**

Under direction, oversee, participate in and monitor daily library technical services operations; provide for the acquisition, cataloging, processing and distribution of books and other formats for the library collection; monitor receipt and reconciliation of library collection shipments; verify and process all library acquisition invoices; provide for storage and retrieval of information on various library electronic database systems; and perform duties as assigned.

**DISTINGUISHING CHARACTERISTICS:**

The Library Technician II classification is the advanced-level classification in this series. Incum­bents in Technical Services are assigned specific responsibilities related to the acquisition, cataloging and distribution of material in the library collection. Incumbents provide reconciliation, veri­fication and processing of library collection material shipments and invoices; catalog library material with adherence to established AACR2 rules and standards; work with a variety of elec­tronic databases and cataloging web interfaces and assist in the maintenance of data integ­rity within the integrated library system database. Incumbents train and provide work direction to assigned classified personnel and student workers.

**ESSENTIAL DUTIES & RESPONSIBILITIES:**

*The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.*

1. Acquire, organize, catalog and distribute printed, digital and media items into the library collection for students, staff, faculty and community members’ use at all district sites.
2. Collaborate with Purchasing department staff to establish blanket purchase orders for autho­r­ized title vendors, standing order material and contractual agreements for library collection services; annually review and edit library collection blanket purchase orders; notify purchas­ing staff and vendors of any changes to annual subscriptions and purchase orders; prepare purchase requests for additional direct order print and audio-visual material, infor­mational database systems and technical services library supplies; communicate with vendors regarding accounts, materials and payments.
3. Verify, reconcile and provide account codes for library material invoices; collaborate with Accounts Payable staff to ensure accurate and timely invoice payment; identify and resolve inconsistencies between material shipments and associated invoices; contact vendors as necessary; create and maintain annual expenditure spreadsheet of library material received and invoices; advise Collection Development Librarian of expenditures.
4. Utilize client/server software to export/import, manage, edit and update bibliographic MARC records from a variety of electronic databases into the automated library system; apply authority control for Library of Congress subject headings; search, match and generate bibliographic MARC records within the library system; edit data as needed to reflect local institutional holdings.
5. Identify and forward original cataloging material to Technical Services Librarian for comple­tion of cataloging process; assist in the determination of placement, genre and classification of library material within the collection.
6. Monitor purchased and leased material ordered for all sites and received at the Oceanside campus library; oversee maintenance of accurate receipt records of purchased and leased material; monitor lease material callback and return process.
7. Monitor and provide quality control for the physical processing of library material; verify for accuracy, proper work methods and compliance with established library policies and proce­dures; identify and oversee corrections.
8. Interview and recommend for hire Technical Services student workers and temporary classified workers; select volunteers in collaboration with the Manager, Library Operations; coordinate work schedules; train and provide work direction for Technical Services staff members; create, edit and run timesheet reports as designated.
9. Explain Technical Services policies and procedures to staff and faculty; assist Public Services staff with Technical Services functions as needed; provide support for Public Services staff at the circulation desk as needed.

**OTHER DUTIES:**

1. Create and maintain a variety of records and reports; maintain acquisition and withdrawal statistics; distribute information as necessary; maintain vendor files with purchasing, account and customer services information.
2. Assess damaged library material to determine extent of damage, appropriate method of repair or necessity of withdrawal; collaborate with Collection Development Librarian on the replacement evaluation and ordering process; oversee and review physical repairs of material to be returned to collection.
3. Recall, withdraw and delete designated library material and oversee physical removal of district property identification; create, maintain, and monitor a variety of automated with­drawal reports; monitor deletion of library database records and oversee OCLC holdings deletion.
4. Participate in the development and implementation of Technical Services policies and pro­ce­dures in collaboration with the Technical Services Librarian and the Coordinator, Library Operations; maintain and revise the library procedures manual in collaboration with other staff.
5. Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES:**

KNOWLEDGE OF:

1. Library of Congress Classification System.
2. ANSCR Classification System.
3. MARC 21 bibliographic record structure.
4. AACR2 and RDA cataloging rules.
5. OCLC Connexions web interface.
6. OCLC PromptCat.
7. Current ExLibris software.
8. RFID technology.
9. Library technical services policies and procedures.
10. Library acquisitions procedures.
11. Microsoft Office Suite software including Word, Excel and Outlook.
12. Online Fiscal Services software packages.
13. Academic library policies and procedures.
14. Library information technology.
15. Academic copyright compliance guidelines.
16. Audio-visual equipment.
17. Telephone techniques and etiquette.
18. Recordkeeping and filing techniques.
19. Safety policies and safe work practices applicable to the work.
20. Written and oral communication skills including correct English usage, grammar, spelling, punctuation and vocabulary.

ABILITY TO:

1. Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
2. Perform technical duties related to ExLibris and OCLC functions to acquire, catalog, and process new library material, gather statistics, generate reports and monitor library material withdrawals.
3. Establish work priorities, schedules and timelines.
4. Order, receive and process a variety of library material.
5. Maintain library database, prepare reports and maintain files.
6. Utilize online Fiscal Services databases to request library material.
7. Communicate effectively both orally and in writing.
8. Understand and follow written and oral instructions.
9. Operate a computer and standard business software.
10. Maintain compliance with access to district data and information systems.
11. Resolve conflicts and solve problems in a professional manner.
12. Train and provide work direction to assigned classified staff and student workers.
13. Assist students and others in the use of library material and equipment.
14. Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
15. Establish and maintain effective working relationships with all those encountered in the course of work.

**EDUCATION AND EXPERIENCE:**

Graduation from an accredited four-year college or university with a bachelor’s degree, and three years of directly related work experience; or an equivalent combination of training and experience.

**LICENSES AND OTHER REQUIREMENTS:**

Library Technology Certificate preferred.

**WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES:**

Library Technician I, student workers and other assigned personnel.

**CONTACTS:**

Faculty, students, co-workers, personnel in other departments, staff at other libraries/learning resources centers, vendors and the public..

**PHYSICAL EFFORT:**

*The physical efforts described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Subject to frequent bending, lifting, pushing, climbing and/or carrying of light to moderately heavy materials weighing up to 35 pounds; moderate to heavy repetitive use of a computer keyboard, mouse or other control devices; ability to travel to a variety of locations on and off campus occasionally, as-needed to conduct district business.

**EMOTIONAL EFFORT:**

Ability to develop and maintain effective working relationships with other individuals from diverse backgrounds or to work alone; ability to communicate personally by phone and in writing with students, staff and faculty on a regular, ongoing basis; ability to work effectively under pressure on a variety of tasks concurrently while meeting established deadlines and changing priorities.

**WORKING CONDITIONS:**

Primarily a library environment; occasional to frequent contact with and interruptions by indivi­duals in person, by phone or email; intermittent exposure to individuals who act in a disagree­able fashion; may be required to work at any district location during day and/or evening hours including occasional weekends on an as-needed basis.