



<b>JOB TITLE</b> Library Technician	<b>DATE</b> October 26, 2011
<b>REPORTS TO</b> – Library Director	

## SCOPE OF POSITION

General Statement of Duties: Work at and perform all functions of the public service desk. Handle patron requests and materials. Process and repair all library materials for public use. Provide library record keeping, filing and data entry. Provide regular financial and statistical reports.

Work Environment: Indoor, controlled office setting.

Tools/Equipment: Standard office equipment, computer hardware and software, digital storage devices, audiovisual equipment, cash register, AED (Automated External Defibrillator) and TTY (telecommunications device for the deaf), emergency equipment and library vehicle.

Supervision Received: Library Director.

Supervision Exercised: None

## MINIMUM QUALIFICATIONS

- Two-year post-secondary education in related field or 4 years library work experience.
- **Public** library experience preferred.
- Computer literacy required.
- Customer service experience required.
- Class "D" Drivers License.

## PERFORMANCE RESPONSIBILITIES

The following list is not intended to be all-inclusive, as duties will vary depending upon the direction of the Library Director:

- Assist with procedures to prepare and open the library for its daily activities. Work at the public service desk with responsibility for all duties required at this desk when scheduled; Check out books and other library materials to library users. Answer and direct incoming telephone calls and messages. Provide directional information to library users. Assist library users in the use of the Library's catalogs and indexes, and in locating library materials. Answer "ready" reference questions. Retrieve reference periodicals and materials from special collection. Take reservations for library materials, meeting rooms and display window.



- Check in library materials as scheduled.
- Sort and distribute mail.
- Monitor all library activities and ensure that library closing procedures have been followed.
- Achieve and improve basic technology competencies as outlined in the current strategic plan.
- Publish and distribute recommendations about library materials and services using established library social media .
- Attend and participate in library, city and regional meetings, conferences and training.

**Duties as assigned from the following:**

- Maintain borrower records; handle inquiries regarding overdue fines & fees.
- Count, record and deposit cash receipts and prepare monthly revenue reports.
- Prepare weekly work schedules for all staff in collaboration with Library Director.
- Retrieve and route or deliver materials requested by patrons and other libraries.
- Verify Interlibrary Loan requests.
- Maintain accurate records for all interlibrary loan transactions, circulation statistics, etc. and provide regular reports to librarians and director.
- Process and repair all types of library materials for circulation to patrons.
- Order books, audiovisual materials and supplies selected by librarians and director.
- Check-in ordered materials and supplies and prepare invoices for payment.
- File and maintain copies of all invoices and prepare related monthly expense reports.
- Prepare time sheets for library employees and send to City Clerk's Office
- Recommend purchase of supplies as needed.
- Maintain periodical collection: order & monitor subscriptions, process magazines and newspapers, weed and discard items on a regular schedule.
- Maintain federal and state income tax forms.
- Maintain Minnesota telephone directory collection.
- Maintain tourist brochure display.
- Assist with data entry and special projects using office and library software and internet resources.
- Assist other Library Technicians as needed and during vacation and other absences.
- Assist Library Specialists, Director and Friends of the Library with displays and programs.

**KNOWLEDGE, SKILLS, ABILITIES**

- Knowledge of library practices is desirable.
- Skill in filing and maintaining paper and electronic records accurately.
- Ability to use computers, library and office software, the internet and a variety of electronic devices.



- Ability to establish and maintain good relationships.
- Ability to communicate effectively in person, by telephone and electronically.
- Ability to stand and/or sit for 2 – 3 hours at a time.
- Ability to push book carts weighing 500 pounds, 2 – 5 times daily.
- Ability to lift items weighing 25 pounds from floor to waist, 10 – 15 times daily.

REVIEWED AND APPROVED BY:

  
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Staff Representative – AFSCME

4/10/13  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
City of Hibbing – Administrator

4-10-13  
\_\_\_\_\_  
Date