

LIBRARY TECHNICIAN II

NATURE OF WORK IN THIS CLASS:

This is complex technical library work involved in the supervision of a branch library or a specialized function of the library system.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Supervises the operations of a branch library.

Initiates programs that relate to a specific library service such as the Institutional Library Service, adult or juvenile collection; catalogs books and materials.

Coordinates with interested patrons on the services available.

Conducts the annual inventories of the library collection.

Prepares statistical reports on the library branch or specialized program.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Knowledge of cataloging principles and practices.

Ability to interpret and apply the policies and procedures of the library services.

Ability to supervise the work of others.

Ability to initiate a specific library function.

Ability to inventory library materials or collections.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of experience as a Library Technician or equivalent work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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