

**JOB TITLE:** Library Technician –Technical Services

**DEPARTMENT:** Library

**LOCATION:** Union Campus

**REPORTS TO:** Director, Library Services

**FLSA:** Non-Exempt

**LEVEL:** 103

**DATE:** 11/1/17; 10/21/11

**POSITION SUMMARY:** Manage complex cataloging of library materials according to local and national standards. Provide circulation services and standard reference assistance and instruction to library patrons. Oversee purchasing for library, especially acquisitions of library materials.

**EDUCATION, EXPERIENCE, and LICENSES/CERTIFICATIONS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.) Completion of Associates degree or equivalent education; two years related experience

**ESSENTIAL TASKS:** (A comparable amount of training, education or experience may be substituted for the minimum qualifications.)

- Provide complex cataloging of library materials in various formats in accordance with local and national standards; reconcile cataloging reports as needed.
- Provide circulation services and standard reference assistance and instruction in a professional and confidential manner to a diverse population.
- Manage purchasing for library, working in conjunction with outside vendors and ECC business office.
- Organize, catalog and maintain special and off-campus library collections such as the Rolla Main Collection and Rolla Nursing Collection.
- Assist with planning and development of cataloging policies and procedures.
- In the absence of other library staff members, assume sole responsibility of library.
- Maintain inventory of library supplies.
- Responsible for Technical Services operations of the Library when professional staff are absent.
- Conduct college business in a professional and ethical manner that includes the College's core values of integrity, diversity, empowerment, service, learning and collaboration.
- Communicate effectively in a professional, tactful and courteous manner with students, employees, faculty and the general public.
- Ensure that all activities are conducted within the established College policies, FERPA guidelines and other applicable laws pertaining to employment and education.
- Perform assigned responsibilities, other related duties, and tasks according to established practices, procedures, techniques, and standards in a safe manner and with minimal supervision.

**KNOWLEDGE, SKILLS, and ABILITIES:**

Knowledge of department and college policies, procedures, and practices with the ability to answer work related questions; and/or interpret and apply these guidelines correctly in various situations. Basic higher education knowledge in a wide range of areas to assist patrons with inquiries. Excellent computer skills including internet searching skills. Knowledge of job-related specialized programs; Sierra Integrated Library System, OCLC Connexion Client, Microsoft Office programs, Colleague. Excellent interpersonal and communication skills. Ability to establish and maintain cooperative working relationships with other employees. Strong administrative skills with an appreciation for accuracy and attention to detail. Ability to make routine work decisions independently and perform duties using perceptive judgment and discretion. Excellent customer service skills. Ability to learn new technologies and software as it pertains to Library and patron needs. Skill to use active listening techniques to better assist patron inquiries. Ability to be self-motivating, prioritizing tasks and moving smoothly from one to another as situations require. Ability to deal with frequent interruptions in busy office setting. Basic office skills such as filing, operating telephones, copiers fax, scanners,

printers, shredders, etc. Knowledge of Library of Congress Classification system, LC Subject Headings, and other library related terminology and concepts. Knowledge of AACR2, RDA and MARC.

**LEADERSHIP and COMMUNICATION SKILLS:**

Follow complex technical instructions, solve technical problems, or disseminate information regarding policies and procedures; may compose unique reports or analysis; and/or provide extensive customer service to internal or external customers. Communicate information to guide or assist people; may give instructions or assignments to helpers or assistants.

**DECISION-MAKING and ANALYTICAL SKILLS:**

May be responsible for actions of others, requiring almost constant decisions affecting co-workers, crime victims, patients, customers, clients, or others in the general public. Perform specialized technical work involving data collection, evaluation, analysis, and troubleshooting, or reports on operations and activities of a department, or performs general coordination of individual or departmental activities. Adhere to department and college policies, procedures, and practices. Perform job duties in a safe and efficient manner.

**EQUIPMENT/SOFTWARE:** Use office machines such as telephones, fax machines, copiers or calculators. Use computers for data entry; Use Microsoft, Microsoft Office (Excel, Word, Outlook). Knowledge of job-related specialized programs; Sierra Integrated Library System, OCLC Connexion Client.

**WORKING CONDITIONS:** the following physical conditions and hazards may be encountered in this position:

**Environment:** Work is performed primarily in a standard office setting with frequent interruptions and distractions; extended periods of time viewing computer monitor; will require flexible schedule to work evenings and/or weekends;

**Physical:** Primary functions require sufficient physical ability and mobility to work in an office setting; to stand or sit for prolonged periods of time; to occasionally stoop, bend, kneel, reach; to lift, carry, push, and/or pull light to moderate amounts of weight; and/or to operate office equipment that may require repetitive hand movement. The position may also require close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

**POSITIONS SUPERVISED:** None

**SIGNATURE:** *This job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and qualification required of employees assigned to the job.*

I have read and reviewed the job description and I agree to perform the duties according to my supervisor's expectations and the College's policies and procedures. I acknowledge the College's right to revise the job description.

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Employee Signature/Date

**NOTICE OF NON-DISCRIMINATION:** *East Central College does not discriminate on the basis of race, color, religion, national origin, ancestry, gender, sexual orientation, age, disability, genetic information or veteran status. Inquiries related to employment practices may be directed to Human Resources Director at 636-584-6710. East Central College is an equal opportunity employer and provider of employment and training services. Auxiliary aids and services are available upon request to individuals with disabilities.*

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