

Town of Scituate, Massachusetts

Position Title: Library Technician

Statement of Duties

Performs basic library services and clerical work in the Library Department; performs all other similar or related work as required.

Supervision

Employee works under the direct supervision of the Circulation Supervisor, who provides work assignments and work direction; performs tasks with a high degree of independence. Library policies and procedures are available and must be observed and followed.

The Employee has access to confidential information pertaining to patron records.

Job Environment

This is varied work, involving many detailed tasks at times, but much of the work is of a repetitive nature. The nature of library work involves attention to a host of details, on-the-job training is a requirement. As the Employee becomes familiar with assigned work, performs a number of tasks independently. Some creativity and originality may be called for, especially in assisting in setting up special programs, exhibits and displays.

Errors could result in delays or loss of service to the community, adverse public relations, and monetary loss for the town.

The Employee has constant contact with the public. Other contacts are with other town employees and members of boards, community organizations, staffs of other libraries, vendors, teachers. Contacts are usually in person, by telephone, or by email in order to provide assistance with requests for information and assistance with other library related requests.

Essential Functions

The essential functions or 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 the position.

Registers borrowers and charges/discharges print and non-print materials on the Old Colony Library Network database in accordance with department guidelines.

Collects fines and payment for lost materials, processes overdue notices, and retrieves materials from the shelves to fill holds.

Assists patrons in location of books, periodicals, and non-print materials in person, by telephone and by email.

Scituate, Massachusetts

Assists library patrons with the use of the Old Colony Library Network database, reference databases, public PCs for the Internet and word processing, and the copy machine.

Replaces materials in their proper places on shelves, reads shelves and transfers print and non-print items from one library to another. Assists in taking the inventory of library materials as required.

Provides assistance in Cataloging, Technical services, Reference, Young Adult and Children's Departments as required.

Attends workshops on library, business, or customer service related topics.

Recommended Minimum Qualifications

High School Degree with additional college course work preferred; one-(1) to three-(3) years prior work experience (library experience preferred) or any equivalent combination of education or work experience.

Knowledge, Ability and Skill

Knowledge: Good knowledge of English grammar and spelling. Computer operations such as word processing and spread sheet applications. Basic knowledge of library operations and databases used in a library setting.

Ability: Ability to interact in a positive and effective manner with employees and the public. Ability to work independently. Ability to execute oral and written instructions in a precise manner. Ability to operate a variety of office equipment including a computer, printer, copy machine, calculator. Ability to understand and use library and office computer software. Ability to manage multiple tasks in a prompt, efficient manner.

Skill: Good judgment, motor operating skills and able to maintain effective staff and customer relations.

Physical and Mental Requirements:

Work is performed in an open work space setting, subject to quiet and moderate noise. More than 2/3 rds of the time is spent standing, walking, stooping, sitting or reaching with hands and arms. More than 2/3rds of the time is spent using hands to finger, handle or feel library materials. Employee is required to talk or listen on a regular basis. Frequently the Employee will lift up to 10 pounds, occasional lifting is required up to 30 pounds, seldom does the Employee lift up to 60 pounds. Normal vision is required. Equipment used includes personal computers, printers, bar code scanners, hand tools and office machines.