

TOWN OF SAN ANSELMO  
LIBRARY TECHNICIAN

DEFINITION

Like the Librarian I, the Library Technician is expected to perform duties such as reference, reader's advisory, acquisition, technical support, cataloging and oversight of interlibrary-loans; and to respond to the public's informational, educational and recreational needs by providing library material in a variety of formats including on-line resources. Unlike the Librarian I position, the educational requirements for this position would be a Bachelor's Degree, not a Master of Library Science degree. The position does not include any supervisory or programming responsibilities.

Instead of an MLS, the applicant must show certification that they have taken reference courses and are capable of doing reference work *or* that they are currently enrolled in an ALA accredited Library School with the intention of obtaining an MLS. Library experience in a public library setting is required.

SUPERVISION RECEIVED AND EXERCISED

The Library Technician receives direction from the Town Librarian and other professional staff.

EXAMPLES OF DUTIES

*Duties may include but are not limited to:*

Assists the public in the use of library resources, providing services to adults, children and young adults.

Assists and advises patrons regarding the use of library materials and equipment, including automated catalogs, on-line databases and the Internet.

Explains library policies and procedures to patrons.

Conducts reference searches using library materials, on-line databases, the Internet and other resources. Refers complex reference inquiries to professional staff.

Participates in collection development. Evaluates the collection and makes recommendations for collection development and maintenance.

Maintains accurate records and files.

Prepares reports, information materials and other written materials.

Performs related duties, such as Interlibrary-Loan searches or copy cataloging, as assigned.

MINIMUM QUALIFICATIONS

Basic knowledge of principles, techniques and practices of library service

Basic knowledge of library organization and services.

Knowledge of automated library information systems software and hardware.

Strong customer service and telephone etiquette.

Strong verbal and written communication skills.

Work with various age level, cultural and ethnic groups in a tactful and efficient manner.

Work effectively with interruptions.

Work shifts, including weekends and evenings as assigned.

Establish and maintain effective working relationships with those contacted in the course of work. Promote community interest and enthusiasm for library services.

Experience and Training:

Experience:

At least one year of public library experience, preferably as a Library Assistant with some reference experience.

Education:

Bachelor's Degree.

Library coursework in Basic Reference Service and/or current enrollment in Library School with the express intention of obtaining an MLS.

License or Certificate:

May need to possess a valid California driver's license.

Date: 10.23.02 Approved: Debra Stutsman  
Town Administrator