

Library Technician  
Rowley Public Library

**RESPONSIBILITY:**

Sub-professional and clerical position, reporting to the Library Director, or designee. Generally oversees the Circulation Desk operations and supervises Library Assistants and Library Pages. Duties include data entry in the library automated network catalog and related database maintenance; processing library materials; reference and public service desks on a regular schedule.

**EXAMPLES OF DUTIES:**

- Works with the public, offers reader and reference assistance, helps patrons to use the online catalog and databases and instructs in accessing the Internet.
- Performs a full range of circulation procedures including checking in, checking out and renewal of materials, Inter-library Loan request processing, assisting with the processing and mending of materials.
- Troubleshoot and maintain online catalog holdings for library materials collection, using MARC cataloging rules, acquisitions and withdrawal of materials and database records. Update and maintain patron records database.
- Other duties as assigned.

**EDUCATION:**

- High School diploma, Bachelors degree preferred, with a minimum of two years experience working in a public library.

**EXPERIENCE:**

- Experience with library applications, policies and procedures, database maintenance, and library software applications.
- Proven ability to effectively supervise and manage personnel.
- Proven ability and desire to work effectively with the public.
- Strong interpersonal, written and verbal communication skills.
- Proven computer literacy, especially with online catalogs, databases and internet access.
- Strong organizational skills.

**COMPLEXITY OF WORK:**

- Demonstrated knowledge of current library technologies
- Excellent hearing and speaking skills
- Ability to attend workshops
- Relevant experience in an automated library. Computer data entry and Internet searching skills required. College education desirable, but a combination of education and experience considered. Good public service manner and able to work cooperatively with the library staff required. Must be willing to learn and adapt to changing situations.

**CONTACT WITH OTHERS:** Has contact with patrons and contributes to the establishment of a pleasant working environment by welcoming patrons and helping them locate and use library materials.

**CONFIDENTIAL DATA:** Checks out materials for the public. All information pertaining to patron records and materials checked out is strictly confidential.

**ACCURACY:** This position requires the Library Technician to be very accurate and conscientious in their work.

**MENTAL & VISUAL:** The Library Technician must have great attention to detail, and be able to understand and perform varied and complex duties related to library work.

**PHYSICAL ENVIRONMENT:**

- Vision sufficient to see and interpret all job related materials.
- Good manual dexterity.
- Must be able to lift up to 20 lbs.
- Ability to reach and stoop.
- Ability to stand for long periods.
- Ability to climb steps and low ladders.
- Ability to be mobile between workstations.
- Able to climb stairs frequently; able to lift a minimum of ten pounds; able to reach all library shelving with aid of step ladder; able to stand for a minimum of four hours.

**SUPERVISION RECEIVED:** Works under the general direction of the Library Director.

**SUPERVISION OF OTHERS:** The Library Technician supervises Pages and other assistants when they are on duty with him/her.