

Job Title: OPS Library Services Technician

Compensation: \$15.00 - \$15.00

FLSA Status: Non-exempt

Salary Admin Plan: OPS (temporary-part-time)

Pay Grade: OPS Career Level I

**Position Summary:**

Incumbents provide customer service at the circulation desk, shelves, locates and withdraws materials, and compiles data. Responsibilities may include checking materials in and out; compiling statistics on circulation desk activities; maintaining reserved materials, periodicals, and similar collections; sending overdue notices; entering information into a database; and making monetary deposits.

**Requirements:**

**Education:**

High School Diploma or equivalent (GED).

**Experience:**

Two years library support experience.

*\*An equivalent combination of education and experience sufficient to successfully perform the essential duties of the job may be acceptable in lieu of those requirements listed above.*

**Knowledge:**

- Customer service principles;
- Basic library principles and practices;
- Modern office procedures;
- Computers and related software applications.

**Skills:**

- Providing customer service;
- Processing incoming and outgoing library materials;

- Providing clerical support;
- Using a computer and related software applications;
- Communication, interpersonal skills as applied to interaction with subordinates, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

**Physical:**

- Positions in this class typically require: stooping, reaching, standing, walking, pushing, pulling, lifting, grasping, talking, hearing, seeing and repetitive motions.
- Light Work: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to move objects. If the use of arm and/or leg controls requires exertion of forces greater than that for Sedentary Work and the worker sits most of the time, the job is rated for Light Work.
- Incumbents may be subjected to dust, poor ventilation, inadequate lighting, and workspace restrictions.

**Responsibilities:**

These duties are a representative sample; position assignments may vary.		Potential Frequency
1.	Provides circulation services which includes: searching for items via the computer and physically looking in the stacks; pulling materials for holds or projects; answering inquiries; preparing and disseminating notifications of overdue items; and performing related activities.	Daily 35%
2.	Participates in collection maintenance activities, which includes: retrieving and processing materials, including magazines and newspapers; recording and adding temporary records into applicable computerized system; putting materials in stacks; pulling old materials to shelve elsewhere; checking in materials; and performing related activities.	Daily 35%
3.	Performs a variety of technical duties including collecting fines and payments; sending overdue notices; entering information into a database; and making monetary deposits.	Daily 20%

These duties are a representative sample; position assignments may vary.		Potential Frequency
4.	Prepares and maintains a variety of operational records.	Daily 10%
5.	Performs other duties of a similar nature or level.	As Required

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