

Job Title: OPS Senior Library Services Technician

Compensation: \$16.54 - \$16.54

FLSA Status: Non-exempt

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

Pay Grade: OPS Career Level 3

Position Summary:

Incumbents process interlibrary loan requests, and catalog assigned materials or collections. Responsibilities may include ordering books, audio video materials and supplies; creating and editing catalog records; verifying bibliographical data, call numbers and subject headings; processing interlibrary loan requests; maintaining the serial collection; maintaining records; compiling reports; and performing the duties of the lower level.

Requirements:

Education:

Associate's degree.

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;
- Library operations, principles, and practices;
- Automated library system software applications;
- Basic collection maintenance and development principles;
- Modern office procedures;
- Computers and related software applications.

Skills:

- Providing customer service;
- Monitoring and maintaining applicable library collections;
- Processing incoming and outgoing library materials;
- Operating automated library systems;
- Cataloguing library items;
- 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, workspace restrictions, and light travel.

Responsibilities:

These duties are a representative sample; position assignments may vary.

**Potential
Frequency**

- | | |
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| 1. | Performs a wide range of library circulation activities, which includes: assisting and training patrons, student workers, faculty, and staff in finding print and electronic resources; ascertaining and responding to patron's needs; searching for and pulling materials from shelves for patrons; processing incoming and outgoing library materials; obtaining payments for fines; creating and updating patron records; placing materials on |
|----|---|

Daily
50%

These duties are a representative sample; position assignments may vary.		Potential Frequency
	hold; making interlibrary loan requests; communicating library policies and procedures to patrons; and/or performing related activities.	
2.	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%
3.	Participates in ordering and maintaining library materials, which may include: assisting in determining materials to discard; processing purchased and donated materials; ordering supplies and cataloging materials; and performing related activities	Weekly 10%
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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