Library Technician

Job Description

Circulation Services: assist patrons; check materials in/out; maintain shelves; route interlibrary loan requests; train and supervise work study students; make operational procedure recommendations; work flexible hours; administer tests upon request; process ID/Library cards; and maintain the periodical collections.

Reference and Research Services: assist patrons with research, using the electronic and print resources; and assist patrons with the use of Microsoft Office applications and Windows (or available software).

Clerical Support: prepare correspondence, newsletter, memoranda, reports, etc.; process requisitions and invoices; route mail; assist preparation of annual reports; record and distribute Library Learning Commons (LLC) Department meeting minutes; maintain files; distribute and compile surveys; order materials; remit claim forms; compile budgetary reports of purchases by discipline/faculty; and revise/update policy and procedures manual, LLC home page, etc.

Distribute and compile surveys annually during the Spring Semester. Activity report is prepared monthly by the 7th of the following month. Technology Applications: supervise and provide training for the operation of the ID System; troubleshoot problems with computers, copier, printers and fax machine; and resolve problems when possible or make a service call.

Minimum Qualifications

Associates degree in Library Science or equivalent applicable experiences.
Requires good interpersonal skills, communications skills, and excellent customer service skills.
Solid writing and computer skills.

Preferred Qualifications

Experience working in a library setting
Experience working in a customer service setting
Experience using Ex-Libris Aleph automated circulation program or equivalent programs