

LIBRARY TECHNICIAN I**NATURE OF WORK IN THIS CLASS:**

This is entry technical library work involved in the preparation of catalog and shelf list cards and the maintenance of public and union catalogs.

Employees in this class performs routine technical duties independently after initial training and works under closer supervision on a variety of more complex developmental assignments.

ILLUSTRATIVE EXAMPLES OF WORK: (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed).

Records the cataloging of library materials such as pamphlets, cassettes and insignia; sorts materials according to classification code and files materials on shelves; files catalog.

Operates the circulation or loan deal such as checks in or out of library materials; helps library patrons to find library materials, collects fines, sends overdue notices to patrons and processes applications for library membership; answers inquiries on library services; interprets to patrons the rules, regulations and policies of the library.

Participates in the annual inventory of library materials and equipment.

Performs related duties as required.

MINIMUM KNOWLEDGE, ABILITIES AND SKILLS:

Ability to understand the clarification scheme of public or union catalog.

Ability to learn the policies and procedures of the library service.

Ability to file library materials.

Ability to work effectively with the public and employees.

Ability to communicate effectively, orally and in writing.

Ability to maintain records and prepare reports.

MINIMUM EXPERIENCE AND TRAINING:

- (a) Two years of public contact work and graduation from high school; or
- (b) Any equivalent combination of experience and training which provides the minimum knowledge, abilities and skills.

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DAVID R. FLORES, Executive Director
Civil Service Commission