

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Library Technician I**

Dept: **Various**

Job Code: Number: **10526**

Reports to: **Various Supervisors & Managers**

Grade Number: **7, Represented**

Effective Date: **January 2009**

FLSA Status: **Non-exempt**

General Position Summary:

This is a technical/clerical position providing support to the department.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Unpack shipments and prepare necessary paperwork and/or enter information into database software such as Access, or other software used by the department.
2. May locate and select vendor for materials, as directed, and order parts for media sets.
3. Perform searches to locate materials and determine their availability.
4. Update and maintain database systems and ensure accuracy.
5. Prepare reports and other materials or documents.
6. Prepare print and/or non-print materials for processing or circulation.
7. Shelve, retrieve and prepare materials for circulation.
8. Process patron requests within assignment. This includes searching for requested titles, placing holds, notifying patrons and checking out and in items including special kits.
9. Process and shelve staff holds for KCLS library materials. Check-in library materials from staff book drop.
10. Perform various clerical duties such as typing, filing, faxing, answering telephones, photocopying, processing mail, preparing, supplying and identifying need for maintenance of equipment and work areas, and scheduling meetings and appointments.
11. May perform a variety of circulation software functions such as deleting holdings information, and assigning new library materials to owning branch.
12. May answer the door and accept shipments and inquiries from outside vendors. Incoming items must be noted and delivered to appropriate individuals.
13. May evaluate and mend library materials as well as prepare for bindery.

Secondary Duties:

1. Assist others with office equipment such as faxes and photocopiers and self-check in machines.
2. Provide back up to others within department.
3. May provide clerical assistance at weeds.
4. Perform other related duties as necessary or assigned.

Communication:

The position typically has regular contact with KCLS staff and may occasionally have contact with external customers, vendors and patrons for specialty assignment. Contacts normally involve the exchange of routine information. Communications seldom contain discussion about sensitive or confidential matters.

Initiative:

The position generally operates from established and well known procedures. The position typically is responsible for monitoring own workflow and processes with assistance for decision making and problem solving. The position does not usually have responsibility for developing new programs or services, but may occasionally develop programs or services related directly to the work. The position involves a moderate degree of complexity considering the variety of demands placed on it and the level of detail involved. The position operates with a moderate level of supervision. The position normally encounters regular and recurring work situations with occasional variation from the norm. Position does not have formal decision making authority except within strictly prescribed operating guidelines.

Accountability:

The position encounters regular interruptions requiring some flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. Decisions affect others in the work unit and may occasionally impact across a limited number of work units. The position is responsible for prudent use of assets related to the position. Work is occasionally monitored or checked by a supervisor or manager.

Leadership:

Position may have responsibility for role modeling and promoting KCLS values within the department.

## DESIRED MINIMUM QUALIFICATIONS

### Education and Experience:

- The position requires a high school diploma or GED equivalent and up to 1 year related experience.

### Necessary Knowledge, Ability and Skills:

- Some knowledge of general library operations, functions, and services provided.
- Working knowledge of operations, functions, policies and procedures of the department.
- Working knowledge of office software programs.
- Working knowledge of database systems such as Access, circulation software or others used by the department.

### Ability to:

- Organize and prioritize multiple tasks.
- Maintain flexibility in an environment with many interruptions.
- Maintain accurate and detailed records.
- Work with some independence under a moderate amount of supervision.
- Work in a team environment.
- Perform detailed tasks at high volume within time parameters.
- Read, speak, write and understand English.
- Learn and use assigned technologies and systems.

### Skill in:

- Effective verbal and written communication with a variety of individuals.
- Using computer hardware and software including database management systems.
- Establishing and maintaining good customer relations with internal and/or external “customers” and interpersonal relations with other staff.
- Using general office equipment.

## SPECIAL REQUIREMENTS

May require a valid Washington driver’s license.

## PHYSICAL DEMANDS

Positions typically require frequent talking, hearing, sitting, reaching, keyboarding, and repetitive motion of hands/wrists, handling, feeling, grasping, reaching and use of visual senses. Requirements vary by position but may require sitting and keyboarding for extended periods of time, pushing and pulling of up to 150 pounds and lifting and carrying from 5 to 50 pounds.

## WORK ENVIRONMENT

Work may be performed in a variety of environments such as office, library or shipping area. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing, or repetitive lifting. Work may occasionally be near moving mechanical parts or high speed automated systems.

### Advancement Possibilities:

Library Assistant  
Library Technician series

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR

Final: 2001-07-31  
Revised: 2008-10-14