

KING COUNTY LIBRARY SYSTEM
Job Description

Title: **Library Technician III**

Dept: **Various**

Job Code Number: **10506**

Reports to: **Various Supervisors & Managers**

Grade Number: **10, Represented**

Effective Date: **January 2009**

FLSA Status: **Non-exempt**

General Position Summary:

Senior or lead paraprofessional position within a department. Provides technical and clerical support for department and may provide training and assistance to lower classified staff and other newly hired departmental staff.

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. Search, create and edit or assign system records, verify and download, update or export, into integrated library system (ILS) and online public access catalog (OPAC).
2. Handle integrated library system database clean up and maintenance including running reports and making global changes, as requested.
3. Prepare a variety of monthly, quarterly, and annual department and KCLS system statistics and reports. May provide assistance with accessing and retrieving data in response to newly requested information.
4. Evaluate, based on established criteria, materials for final disposition including decisions on repair or removal and, as needed, change or create new item record.
5. Receive materials, select vendors, create order records, and maintain records and databases.
6. Process invoices for payment, reconcile account statements, and troubleshoot with vendors, as needed.
7. Design, revise, clean up and maintain in-house records management databases.
8. Research and find various documents utilizing a variety of electronic and hardcopy sources.
9. Act as reference resource and contact point for others with questions from the department.
10. Perform various clerical duties such as opening and sorting mail, filing, faxing, answering phones, and photocopying.
11. Maintain inventory supply and place orders, as needed.

Secondary Duties:

1. Assist in the interview and selection process for lower level classifications.
2. May participate in weeds.
3. Obtain and distribute various forms, publications and other information to customers.
4. May participate in the development or revision of department procedures.
5. Perform other related duties as necessary or assigned.

Communication:

The position has regular contact with KCLS staff and may also have contact with external customers, vendors and patrons. Contacts are normally made by phone, e-mail or face to face. Contacts normally involve the exchange of routine information. Communications occasionally contain discussion about sensitive or confidential matters.

Initiative:

The position develops practices and procedures for the department and may have some responsibility for the design of new programs/services or concepts within the department. The position is responsible for solving problems that impact own work flow and process and for working with others to solve problems that may affect others within the department. 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 independently with minimal supervision. The position encounters recurring work situations with occasional variation from the norm. Decisions are typically made within specific organizational policy constraints and guidelines.

Accountability:

The position encounters frequent interruptions requiring maximum flexibility. The position foresees issues associated with own work and identifies future needs for supplies, equipment and resources. May also consider the work of others and participate in operational planning at the department level. Decisions typically affect a limited number of work units. Work is occasionally checked by a supervisor or manager.

Leadership:

Position may have mentoring responsibility for lower classified staff within unit along with responsibility for role modeling and promoting KCLS values within the department and/or as a representative of the organization to the public.

DESIRED MINIMUM QUALIFICATIONS

Education and Experience:

A typical way of obtaining the ability to perform the job duties and responsibilities listed above and the knowledge, abilities and skills outlined below is through obtaining a high school diploma or GED equivalent and at least two years of related experience, or an equivalent combination of training and experience. Some higher education or training in area of assignment may be desirable.

Necessary Knowledge, Ability and Skills:

- Working knowledge of general library operations, functions, and services provided.
- Extensive knowledge of operations, functions, policies and procedures of the department.
- Considerable knowledge of computer software programs such as Microsoft Office products.
- Working knowledge of Internet based research.
- Considerable knowledge of database management systems such as Access, circulation software or other programs used by the department.
- Working knowledge of library protocols, utilities and codes.

Ability to:

- Organize and prioritize multiple tasks.
- Train and assist others.
- Maintain flexibility in an environment with many interruptions.
- Analyze and solve problems including the use of statistics and use independent judgment.
- Maintain accurate and detailed records.
- Work independently with minimal supervision.
- Work in a team environment.
- Learn and use assigned technologies and systems relevant to work assignments.

Skill in:

- Effective verbal and written communication with a variety of individuals.
- Using computer hardware and software and statistics and analysis.
- Establishing and maintaining good customer relations with internal and/or external “customers” and positive interpersonal relations with KCLS staff members.
- Setting priorities and managing time.
- Using general office equipment.

SPECIAL REQUIREMENTS

May require a valid Washington driver's license.

PHYSICAL DEMANDS

Positions typically require constant or frequent talking, listening, sitting, reaching, keyboarding, repetitive motion of hands/wrists, handling, feeling, grasping, and use of visual senses. Requirements vary by position but may require pushing and pulling of up to 100 pounds and lifting and carrying from 5 – 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 lifting.

Advancement Possibilities: (depending on qualifications)

Division Assistant
Lead Library Assistant
Library Associate

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: 2001-07-311
Revised: 2008-10-14