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10/29/01

**CITY OF RIVERSIDE
HUMAN RESOURCES DEPARTMENT**

Revised

CLASSIFICATION SPECIFICATION

TITLE: LIBRARY TECHNICIAN TRAINEE

DEFINITION

Under close to general supervision, to perform, in a training capacity, a wide variety of complex, technical, and advanced clerical library support duties; and to perform other related duties as required.

REPORTS TO: Varies

DISTINGUISHING CHARACTERISTICS

Positions assigned to the class of Library Technician Trainee are distinguished from other library classes in that the incumbents are expected to perform, in a training capacity, a variety of complex clerical and technical duties associated with electronic information sources. The Library Technician Trainee classification is designed in a programmatic fashion in which experiential on-the-job learning is coupled with an educational component which incrementally provides incumbents with the knowledge and skills needed to fully perform at the Library Technician level. In addition to on-the-job experience, incumbents are required to attain, outside of the work environment, the equivalent of an Associate Degree, or completion of a Vocational Program in a related field. Upon attainment of the educational requirements and requisite skills through on-the-job experience, the department shall evaluate the incumbent's progress and consider promotion of the incumbent to Library Technician (contingent upon program funding).

SUPERVISION RECEIVED AND EXERCISED

Receives close to general supervision from professional library staff. May exercise functional and technical supervision over assigned Library Assistants, Library Pages, or volunteers.

EXAMPLES OF DUTIES

Duties may include, but are not limited to, the following:

- Assist in supervising the day to day functions of electronic information sources; assist in a specialized subject area, or in centralized support activities such as acquisitions, circulation, interlibrary loans, documents, cataloging, classification, and on-line catalog maintenance.
- Assist in scheduling, training, reviewing, and correcting the work of others, primarily Library Assistants and/or Library Pages, as assigned.
- Process inter-branch and inter-library loans; review system book requests to determine alternative sources; receive and process reserve requests; search owned materials; request reference assistance from Central Library as needed.
- Assist professional staff by searching for bibliographic information; using bibliographic utilities, search for catalog records to match material; after reviewing by a librarian, complete cataloging process.
- Place orders for materials with vendors and publishers; receive shipments; confirm orders and receipts against packing slips; forward invoices for payment; maintain records of fund encumbrances and expenditures.
- Assist in collection maintenance by searching for information concerning additions, replacements, and withdrawals; perform other inventory maintenance tasks as needed.
- Conduct a variety of instructional classes in library technology use.

- _ Assist in the preparation of reading lists and bibliographies; prepare bulletin board displays.
- _ Serve at the reference desk and respond to routine technical reference and information questions; refer more difficult or complex questions to appropriate library staff.
- _ Assist in the registration of new customers; explain and enforce library policies and procedures; assist customers in selecting and in making effective use of library materials; instruct customers in the use of the library and availability of materials.
- _ Complete a variety of complex clerical duties.
- _ Maintain various files and records; prepare reports on circulation, registration, book stock, and collection of fines; compile statistics and data; tally daily cash receipts and prepare cash reports.

QUALIFICATIONS

Knowledge of:

- _ Computer equipment and electronic information sources at a basic level.
- _ Modern office methods, procedures, and equipment.
- _ English usage, spelling, grammar, and punctuation.
- _ Basic mathematics.
- _ General principles and practices of public library services and programs.
- _ Library terminology and standard library practices, techniques, and record keeping methods.
- _ Basic reference methods, techniques, and sources used in library work.
- _ Basic methods, practices, and techniques used in library classification, acquisition, and cataloging.
- _ Types and uses of books in the collection; book selection tools and reference materials.

Ability to:

- _ Learn to organize work; schedule, supervise, train, and evaluate assigned staff.
- _ Learn to perform moderately difficult diagnostic and troubleshooting work with electronic information sources.
- _ Carry out oral and written instructions.
- _ Learn to operate office machines, computers, terminals, and specialized library equipment.
- _ Communicate effectively orally and in writing; prepare and present clear oral and written reports.
- _ Establish and maintain cooperative relationships with those contacted in the course of work.
- _ Assist customers in the location and use of both print and electronic library resources.

- _ Learn to conduct library educational programs and activities.
- _ Read written and numerical material rapidly and accurately.
- _ Maintain physical upkeep of the library.
- _ Lift 20-40 pounds (as required of some positions).

Education and Experience:

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Current enrollment in an Associate's Degree program with an accredited college or university with major course work in Library Technology, or Computer Information Systems; or current enrollment in a Vocational/Technical School Program in Computer or Library Technology.

AND

Experience: Six months of library experience.

MEDICAL CATEGORY: Group 1

NECESSARY SPECIAL REQUIREMENT

Must be able to work part-time or irregular schedules including evenings and weekends.

Possession of, or ability to obtain, a valid Class "C" California Motor Vehicle Operator's License, which may be required at time of appointment.

CAREER ADVANCEMENT OPPORTUNITIES

FROM: Library Technician Trainee

TO: Library Technician