

LIBRARY TECHNICIAN

Code No.: 6-12-018

NON-COMPETITIVE

DISTINGUISHING FEATURES OF THE CLASS: The responsibilities of this position involve overseeing all library functions of a small public library in a village or town with a population of less than 5,000 residents. These employees carry out broad policy as determined by the library board. Direct supervision is exercised over a small staff of library clerks. Does related work as required.

TYPICAL WORK ACTIVITIES (All need not be performed in a given position. Other related activities may be performed although not listed):

Develops circulation, reference and readers' advisory, community and group contacts;

Prepares materials for circulation by stamping the required identification;

Maintains an order file for materials ordered, received and paid;

Attends professional meetings and workshops such as Adult and Children Book meetings, Town Directors' and Board of Trustee meetings;

Selects and orders books and other materials from Monroe County Library System's buying lists and book distributors based on local and professional reviews;

Prepares publicity for library programs and events;

Trains and supervises a staff of library employees and volunteers;

Prepares the library's annual budget;

Prepares an annual report for New York State;

Initiates and carries out library program and special events such as story hours, films, visiting artists and book sales;

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL

CHARACTERISTICS: Thorough knowledge of library techniques; good knowledge of library administrative practices; good knowledge of library materials; ability to carry out library policies; ability to comprehend users' needs quickly and accurately; ability to train and supervise the library staff; ability to plan and coordinate the work of others; ability to exercise leadership and motivate others; ability to evaluate situations, meet people easily, and participate effectively in the cultural and intellectual activities of the community; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and collections; tact; courtesy; good judgement; physical condition commensurate with the demands of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of an equivalency diploma, plus;

- (A) Graduation from a regionally accredited or New York State registered college or university with a Bachelor's degree; OR,
- (B) Four (4) years full-time or part-time paid or its volunteer equivalent library clerical experience; OR,
- (C) Any equivalent combination of training and experience as defined by the limits of (A) and (B).

SPECIAL REQUIREMENT FOR APPOINTMENT IN SCHOOL DISTRICTS AND BOCES

Per Chapter 180 of the Laws of 2000, and by Regulations of the Commissioner of Education, to be employed in a position designated by a school district or BOCES as involving direct contact with students, a clearance for employment from the State Education Department is required.

REVISED: February 27, 1986