

LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This work involves responsibility for operating a library serving less than 2,500 and providing library services to such a community. The work involves carrying out broad policy as determined by the local Library Board. Direct supervision may be exercised over clerical and part-time help. A Library Technician does related work as required.

TYPICAL WORK ACTIVITIES:

- May perform original cataloging and classifying;
- Selects book and related materials for acquisition;
- Performs reference services;
- Compiles book lists and bibliographies;
- Plans the installation of new types of services;
- Recommends necessary library services;
- Prepares preliminary budget estimates;
- Submits a budget to the library board;
- Directs and supervises the expenditures of library funds;
- Recommends and administers book and equipment buying policies of the library;
- May recommend repairs, alterations, and new construction;
- May represent the library at community and group meetings;
- May assist users of personal computers.

FULL PERFORMANCE KNOWLEDGES, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS: Working knowledge of library techniques; working knowledge of library administrative practices; ability to carry out library policies; ability to comprehend readers' needs quickly and accurately; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and book collections; tact; courtesy; good judgement; physical condition sufficient to perform the essential functions of the position.

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and *EITHER*:

A) Successful completion of a course involving the use of personal computers;

OR

B) Three (3) months experience where a candidate utilizes word processing or personal computer equipment to produce printed copy and/or access information.

CATTARAUGUS COUNTY CIVIL SERVICE COMMISSION