

**City of San Juan Bautista  
Position Description**

**Library Technician/Office Help (City Hall)**

**Part Time**

**Permanent/Temporary Employee**

**Non-Exempt Classification – Overtime provided per Municipal Personnel Policies**

**Definition:**

Under general supervision of the Librarian. performs a wide variety of library support activities related to patron assistance, circulation, automation, acquisitions, and processing; demonstrates a full understanding of all applicable policies, procedures and work methods associated with assigned duties; performs customer service duties as assigned; performs related duties as required.

**Distinguishing Characteristics:**

The Library Technician position is a working level position in which incumbents are expected to independently perform the full scope of assigned library support duties.

**Supervision Received/Exercised: *(include but are not limited to the following)***

- Maintains the library in a neat and orderly condition; provides direction to patrons regarding the use of the library.
- Establishes positive working relationships with representatives of community organizations, state/local agencies, city management and staff and the public.
- Assists the public in finding materials with the use of card catalogs and the Dewey Decimal System.
- Assists patrons in the use of computers and explains policies of their use.
- Checks out books and non-book materials.
- Checks incoming books and non-book materials and collects fines from the public.
- Mends and repairs library books and non-book materials.
- Maintains circulation statistics; prepares cards and calls patrons regarding overdue books.
- Prepares and sends out for inter-library loan books.
- Assists with the inventory of library materials.

**Working Conditions:** This position requires prolonged sitting, standing, walking, reaching, twisting, turning, kneeling, bending, squatting and stooping in the performance of activities. The position also requires grasping, repetitive hand movement and fine coordination in preparing documents and data using a computer keyboard. Additionally, the position requires near and far vision in reading correspondence, statistical data and using the computer. Acute hearing is also required to assist in providing phone and personal service. The need to lift, drag and push files, paper and documents weighing up to 25 pounds is also required.

**Qualifications: *(the following are the **minimum** qualifications for this position)***

**Education and/or Experience:**

Any combination of education and experience that has provided the knowledge, skills and abilities necessary for the Library Technician position. A typical way of obtaining these required qualifications is to possess the equivalent of one year of general clerical experience and a high school diploma.

**License/Certification:**

Possession of or the ability to obtain a valid Class C driver's license.

**KNOWLEDGE/ABILITIES/SKILLS:**

**Knowledge of:**

Standard library routines, procedures and services; standard library automated circulation and borrower services; library cataloging and classification systems; information sources and methods; collection evaluation and materials selection techniques; applicable federal, state and local laws, codes and regulations; standard office procedures, practices and equipment; modern office equipment including computer use and applicable software; methods and techniques for record keeping and report preparation and writing; proper English, spelling and grammar skills; occupation hazards and standard safety practices.

**Ability to:**

Perform a variety of technical and paraprofessional library support services related to patron assistance: use of coding and other technical cataloging standards; interpret explain and apply applicable laws, codes and regulations; read, interpret and record data accurately; organize, prioritize and follow-up on work assignments; work independently and as part of a team; make sound decisions within established guidelines; follow written and oral directions; observe safety principles and work in a safe manner; communicate clearly and concisely both orally and in writing; establish and maintain effective working relationships.

**Skills to:**

Operate an office computer, utilize the internet and use a variety of word processing and software applications.

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Dated: \_\_\_\_\_

**City Hall Office Assistant**

Under general supervision of the Deputy City Clerk/Administrative Services Manager, will perform Clerical work according to specific routines.

**Specific Examples of Duties & Responsibilities:**

- Establish, administer and maintain a variety of files.
- Make mathematical calculations and prepare related reports.
- Receive, account for an/or deposit money, post to financial records, utilize credit card machine and reconcile receipts/reports.
- Establish and maintain a variety of mailing lists.
- Design, prepare and assemble fliers, announcements, and utility bills, and arrange for distribution.
- Greet the public and provide assistance using property customer service procedures.
- Answer telephone, provide information in response to inquiries, directing calls as needed in a courteous and professional business manner. Make outgoing calls as necessary, including, but not limited to returning calls and requesting information.
- May pick up and/or deliver documents to other offices/agencies.
- Operate a wide variety of common office machines including a telephone, typewriter, calculator or adding machine, postage meter and scale, copier, computer, laser jet printer, and fax machine. May operate two-way radio and associated equipment.
- Utilize specialized software programs.
- Type purchase orders for City purchases.
- Perform other duties and responsibilities as assigned.

**Ability to:**

- Communicate effectively.
- Follow oral and written instructions.
- Establish and maintain effective working relationships with co-workers and the general public.
- Learn the specific procedures and terminology of the organizational unit to which assigned.
- Successfully manage several tasks simultaneously, which demands focus and concentration.

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