

PART TIME LIBRARY TECHNICIAN

Athol Public Library

SUMMARY

The position of Part Time Library Technician involves public service, circulation, materials processing, library-related clerical and computer-related duties, in support of the effective operation of the town library.

LEVEL OF RESPONSIBILITY

Serves under the direct supervision of the Assistant Director. Following training, performs regular duties independently in accordance with established policies and procedures.

MAJOR DUTIES

1. Provides general library service to library users and the general public at the circulation desk, meeting and assisting the public. Charges materials in and out and registers borrowers using the automated library circulation system.
2. Provides answers to basic reference questions and assists the public in the use of the library.
3. Receives library incoming calls, answering routine questions or directing calls to the proper staff. Telephones library users for reserved books or overdue materials.
4. Provides instruction and assistance to library patrons of all ages in the use of the computer catalog, Internet and word processing computer resources.
5. Provides instructions and assistance to the general public with the photocopying machine and other library equipment and services.
6. Processes new library materials for circulation (book covers, barcodes, computer records, etc.)
7. Types, files, enters data into computer programs, provides other clerical and technical support to maintain library services.
8. Assists with special services and programs for young adults, volunteers, and other groups, including setting up special programs, displays, and reference materials. Creates publicity for library events. Compiles lists of new acquisitions and forwards to newspapers.
9. Maintains, selects and weeds young adult collection. Develops programs for young adults and children, such as book discussions, summer programs and other activities.
10. Serves as liaison to the middle and high schools, coordinating assignments and summer reading lists with school personnel.
11. Performs related work as required.

KNOWLEDGE, SKILLS, ABILITIES

1. Ability to deal with library patrons of all ages tactfully and courteously.
2. Ability to learn some technical aspects of library operations.
3. Ability to establish and maintain effective working relationships with library employees, patrons, and the general public.
4. Ability to type and file accurately.
5. Knowledge of basic computer operations, including the Internet. Knowledge or willingness to learn about computer reference software and other library-related programs.
6. Ability to perform physical tasks, including lifting, bending, and standing for long periods of time.
7. Ability to maintain confidentiality of library records.

MINIMUM REQUIREMENTS

Graduation from high school.

One year full time or two year's part time experience from the requirements below.

Some college education required, with library work experience preferred, or a combination of education and experience demonstrating the required knowledge, skills, and abilities.

Approved by the Board 15 June 2005