

## 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. Must be available for Saturday and some evening hours.

#### 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, overdue materials, and program reminders.
4. Provides assistance to the general public with the online computer catalog, photocopy and microform machines, reference-area computers, and other library equipment and services.
5. Processes new library materials for circulation (book covers, barcodes, computer records, etc.)
6. Discards outdated or worn materials.
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 volunteers, and various groups, including setting up special programs, displays, and reference materials. Creates publicity for library events.
9. Shelves library materials. Checks shelves for proper order of materials.
10. 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. Knowledge of basic computer operations, including the Internet. Knowledge or willingness to learn about computer reference software and other library-related programs.
5. Ability to perform physical tasks, including lifting, bending, and standing for long periods of time.
6. Ability to maintain confidentiality of library records.

#### MINIMUM REQUIREMENTS

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

Associates degree, or graduation from high school supplemented by college coursework and appropriate experience, or any combination of education and experience demonstrating the relevant knowledge, skills, and abilities equal to an Associate's degree.

Approved by the Board 15 June 2005

Revised 2018