# PERALTA COMMUNITY COLLEGE DISTRICT

CLASSIFIED JOB DESCRIPTION

# PRINCIPAL LIBRARY TECHNICIAN - Merritt College

**(SEIU Local 1021 Salary Range 67)**

**Job Code: 30**

**CLASS PURPOSE**

Under general direction, the Principal Library Technician performs a variety of paraprofessional and administrative library work.

# WORK SCHEDULE

This is normally a part-time position with a work schedule of five days and 20 hours/week. Duties are performed 12 months a year. May be required to work some evenings and Saturdays during peak periods, such as registration, audits, fiscal year end, graduation, etc.

# EXAMPLES OF ESSENTIAL DUTIES:

Any one position may not include all of the duties listed nor do listed examples include all tasks which may be found in positions of this class. To perform this job successfully, an individual must be able to perform each essential duty of the position satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required for the position.

* Maintains fiscal accountability of the library budget (e.g., library materials, supplies, hourly librarians) by independently setting up and maintaining ongoing accurate financial data; generating status reports; and monitoring budgets in the district administrative system.
* Maintains library financial records (including encumbrances for on-order materials) in accordance with administrative system financial records.
* Calculates the budget needed to fund the classified and hourly certificated personnel, once librarians have determined staffing needs.
* Assigns correct account codes to requisitions, processes them for payment and directs completed requisitions to appropriate department.
* Reviews vendor invoices and statements.
* Prepares periodic budget status report (e.g., library materials, supplies, hourly librarians, temporary classified) for librarians to monitor expenditures.
* Collects and tallies monies from coin-operated copiers and other sources of revenue in the library; deposits these funds into the library trust fund and keeps accurate records of the on-going status of these funds.
* Initiates electronic forms for certificated and classified library staff.
* Orders equipment and supplies by contacting independent dealers, District Purchasing Office and District Warehouse.
* Assists in preparation, maintenance and production of library statistical reports.
* Screens and routes incoming correspondence, including material of confidential nature and forwarding correspondence to appropriate staff.
* Independently composes correspondence and memoranda.
* Maintains, updates and monitors contracts for office equipment.
* Maintains inventory of office supplies.
* Performs routine maintenance and troubleshooting of equipment such as copiers, computers and printers.
* Conducts bibliographic research for library materials orders using online resources such as OCLC and GOBI; maintains title selection lists.
* Supervises and participates in the ordering, receipt, checking in and payment of all library materials.
* Initiates correspondence for claims and problems concerning ordering library materials.
* Sets up and maintains acquisitions and other records in Ex Libris Alma.
* Repairs and mends books and materials.
* Assists faculty and staff with inquiries regarding prices, publishers, titles, etc.
* Assists with the opening and closing procedures of the library.
* Acts as one of the supervisors to student assistants in the absence of the certificated staff.
* Oversees coordination for proper coverage in the library’s different departments.
* Trains, coordinates and supervises the work of the library technicians and student assistants.
* Performs other related duties as assigned.

**MINIMUM QUALIFICATIONS**

* 1. Four years of library technical experience or an A.A. degree in Library Science and/or any combination of training and experience that could likely provide the desired knowledge and abilities.
  2. Demonstrated proficiency in the operation and use of office productivity software for word processing, spreadsheet and database management and presentation software programs (e.g., MS Office Suite, MS Word, Excel, Access and PowerPoint) utilizing personal computers, internet browsers, websites and e-mail.
  3. Understanding of, sensitivity to, and respect for the diverse academic, socioeconomic, cultural, disability, gender identify, sexual orientation, and ethnic backgrounds of community college students.

**DESIRABLE QUALIFICATIONS**

**Knowledge of:**

* Library technical processes relating to the acquisition and classification of library materials.
* Library terminology and standard practices.
* Library of Congress cataloging and filing systems.
* Methods and practices of financial record-keeping related to libraries.
* Operations, procedures, specific rules, and precedents of the library.
* Office equipment, procedures and practices including filing systems, receptionist and telephone techniques, and letter and report writing.

**Ability to:**

* Perform sub-professional library duties relating to technical processing and public services.
* Perform library clerical duties with speed and accuracy.
* Maintain financial and statistical records.
* Establish and maintain cooperative relationships with those contacted in the course of work.
* Train and supervise assigned personnel.
* Type accurately from clear copy.
* Analyze situations and make decisions in procedural matters without immediate supervision.
* Think and act quickly under pressure.
* Learn a variety of rules and procedures related to library routines.
* Prepare and maintain accurate and complete records and reports.
* Make arithmetical calculations with speed and accuracy.

# ENVIRONMENTAL DEMANDS

* + Occasional work performed alone.
  + Constant work around and with people.

# MENTAL REQUIREMENTS

* + Flexibility or ability to respond to multiple demands.

# PHYSICAL REQUIREMENTS

* + Occasional standing, walking, stooping, kneeling, squatting, and climbing stairs.
  + Occasional lifting and carrying up to 15 lbs.
  + Occasional pushing and pulling up to 20 lbs.
  + Occasional twisting of body.
  + Occasional use of manual dexterity.
  + Occasional use of tactile acuity.
  + Occasional use of visual acuity from a distance, with depth, and for color.
  + Frequent work at a rapid pace.
  + Frequent reaching, high, low, and level.
  + Frequent audio acuity at all ranges, including speech.
  + Frequent visual acuity for reading.
  + Constant sitting.
  + Constant use of clear oral communication.

# TOOLS AND EQUIPMENT USED

* + Standard Office Equipment.