



JOB CLASS 1, STEP 1

POSITION TITLE: Library Technician

DEPARTMENT: Library

SUPERVISOR: Library Director

FLSA STATUS: Non-exempt

POSITION TYPE: Part-Time

STARTING PAY RATE: \$20.33

APPLICATION PERIOD: June 15, 2026, to July 17, 2026

JOB SUMMARY:

Library Technicians are responsible for performing routine functions of the library, assisting the Library Director in the overall operation of the library as well as completing special projects.

QUALIFICATION REQUIREMENTS:

- College Degree or work experience in a library setting.
- Ability to work as a team member with other library staff.
- Work experience with children's activities and in customer service.
- Strong attention to detail and organizational skills.
- Typing and computer proficiency.
- Ability to operate office equipment.
- Communicates clearly and effectively, both verbally and in writing.
- Ability to deal with a wide range of personalities in a courteous and tactful manner.
- Ability to work under limited supervision and take initiative during slower work times.
- Available to work irregular hours, weekends and evenings are required.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Coordinates library visits for school-age groups, plans and presents age-appropriate programs.
- Assists with the summer reading program, including planning, promotion, interacting with participants and helping with events.
- Designs publicity materials to promote programs and services.
- Suggest materials for the library collection and assist with weeding the collection as needed.
- Assists with maintaining the physical appearance of the library.
- Assists with technologies for programs and services.

ROUTINE FUNCTIONS OF THE LIBRARY:

- Assists patrons at circulation desk by checking materials in and out, processing items on hold, and notifying patrons of the status of their requests.
- Collect fees (copies and faxes).
- Provides public reception, answers telephones, gives directions and answers questions.
- Issues new, replacement, and non-resident library cards; register new patrons on the computer system.
- Empties the drop box, processes items and returns items to shelves or appropriate library.
- Assists the public in the use of equipment owned by the library, including public computers.
- Assists patrons in identifying and locating requested information and resources.
- Sends and returns interlibrary loan requests.
- Performs photocopying, faxing, scanning and laminating for patrons.
- Follows established policies and procedures.
- Maintains and safeguards confidential information.
- Routes damaged materials to mending status.
- Remains flexible, receptive and adaptive to change.
- Explains and assists patrons in the use of technology.
- Other duties as assigned.

OPERATIONAL DUTIES:

- Participate in staff training as needed throughout the year.
- Assumes responsibility for the operation of the library in the absence of the Library Director or other staff.
- Represent the library in a variety of community settings.
- Coordinates public library services with other groups.
- Contributes to the overall mission of the library.

PHYSICAL DEMANDS:

- Speak, read, write and understand English.
- Normal hearing or corrected to normal.
- 30/40 vision or corrected to 30/40.
- Extensive keyboarding.
- Ability to frequently bend, stoop, squat, crouch, kneel and/or balance.
- Ability to stand for long periods.
- Ability to lift and carry up to 25 pounds.
- Ability to reach above shoulder level.

DESIRED QUALIFICATIONS:

- College Degree in education or Library experience preferred.
- Knowledge of children's literature.

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This institution is an equal opportunity provider.