

Clintonville Public Library – City of Clintonville

Job Description

Position Title: Library Technician

Department/Location: Public Library

Reports to: Library Director and Technical Services Librarian

Employment Status: Part-Time Hourly

Position Summary:

Under immediate supervision, performs circulation desk procedures, patron assistance, and materials processing, and clerical and other library work as required.

Required Qualifications: High school diploma or equivalent, as demonstrated by prior work experience or documented accomplishments.

Preferred Qualifications:

1. Ability to learn pertinent computer skills, such as Google Products, Microsoft Products, and Facebook and to effectively use them to perform assigned duties.
2. Ability to use computer software and adapt to changes in technology.
3. Ability to learn to use the OWLSnet automation system.
4. Previous customer service experience.
5. Ability to effectively present information and respond to questions from patrons.
6. Ability to maintain confidentiality of library patron information.
7. Ability to follow detailed directions.
8. Ability to operate library equipment properly, which includes knowledge of databases and search methods.
9. Ability to operate general office equipment, including fax machine, VoIP phone, and copier/printer/scanner.
10. Ability to work independently, organize and prioritize work, respond to varied/changing work demands and make decisions as required.
11. Good interpersonal skills and ability to maintain and foster cooperative and courteous working relationship with the public, peers and supervisors.
12. Working knowledge of English grammar and spelling.
13. Working knowledge of library methods and procedures.

Examples of General Work Duties and Responsibilities:

1. Performs circulation desk procedures, including but not limited to, checking materials in and out, registering patrons, updating & maintaining patron records, and collecting payments.
2. Checks in deliveries of interlibrary loan materials.
3. Processes, withdraws, or repairs library materials.

4. Shelves library materials and reads shelves.
5. Sorts and routes mail.
6. Assists with library programs and displays.
7. Assists patrons with the operation of copy machine, connecting & using the Internet, utilizing software applications and accessing library services from remote locations.
8. Answers directional and reference questions and refers patrons to appropriate personnel.
9. Assists patrons with digital downloads to their e-readers, tablets, and smartphones.
10. Helps update the library's website and social media accounts.
11. Empties the bookdrops.
12. Performs light housekeeping
13. Performs other related work.

The above statement is intended to describe the general nature and level of work being performed by a person in this position. They are not to be construed as an exhaustive list of job duties that may be performed by such a person. All library staff are expected to provide support for reference, circulation, opening & closing procedures, and maintenance of the facility.