

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Villages
Adopted: July 18, 1991
Revised: October 24, 2016

LIBRARY TECHNICIAN

DISTINGUISHING FEATURES OF THE CLASS: This is not a professional librarian's position but it involves responsibility for operating a library serving less than 5,000 and providing library services to such a community. The work involves carrying out broad policy as determined by the Library Board or Superintendent of Schools or School Board. Direct supervision may be exercised over clerical and/or part-time help. The incumbent does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

May perform original cataloging and classifying;
Selects books and related materials for acquisition;
Performs reference services;
Compiles book lists and bibliographies;
Plans the installation of new types of services;
Recommends necessary library services;
Prepares preliminary budget estimates and submits a budget to the library board or appropriate authority;
May attend workshops and/or educational classes to keep up-to-date on advances in library technology, library procedures and practices;
Directs and supervises the expenditures of library funds;
May assist with financial reports or statistical data as needed;
Recommends and administers book buying policies of the library;
Supervises clerical and maintenance staff of the library and/or the library building and grounds where applicable;
Recommends library repairs, alterations, and new construction;
Represents the library at community and group meetings.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:

Some knowledge of library techniques;
Some knowledge of library administrative practices;
Basic knowledge of library computer applications and audio-visual equipment;
Ability to carry out library polices;
Ability to supervise the work of others;
Ability to make arithmetic computations accurately;
Ability to organize data and prepare reports;
Ability to comprehend readers' needs quickly and accurately;
Ability to communicate effectively, both orally and in writing;
Initiative in making constructive suggestions for improvements in services and book collections;
Sound judgment.

Library Technician

MINIMUM QUALIFICATIONS: Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university; or
- (b) Four (4) years of library clerical experience supplemented by an accredited course in library science; or
- (c) An equivalent combination of training and experience as defended by the limits of (a) and (b) above.

NOTE: Your degree must have been awarded by a college or university accredited by a regional, national, or specialized agency recognized as an accrediting agency by the U.S. Department of Education/U.S. Secretary of Education. If your degree was awarded by an educational institution outside the United States and its territories, you must provide independent verification of equivalency. A list of acceptable companies who provide this service can be found on the Internet at <http://www.cs.ny.gov/jobseeker/degrees.cfm>. You must pay the required evaluation fee.