



Position Title: Part-Time Library Technician I (North Campus)

Job Code: 8381

Grade: W4

Reports To: Library Director or Assistant Director or Associate Instructors

FLSA: Non-Exempt

Job Description:

The Part-Time Library Technician I is responsible for carrying out specific tasks in the service areas requiring limited public contact, extensive technical tasks in other areas where ordering, and physical processing of new and donated books is conducted.

Duties & Responsibilities:

- Process new and donated books.
- Provide assistance to students at the Service Desk, using the online circulation and reserve system to loan library materials and to update their records.
- Assist library users in locating materials in our collection and provide basic information to our users.
- Compiles statistics on the number of processed books for the monthly report.
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of college from a regionally accredited institution and one (1) year of library experience; or an equivalent combination of education and experience
- Completed college coursework may be substituted on a year-for-year basis for the required experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name