



Position Title: Part-Time Library Technician I

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 extensive public contact, limited technical tasks in other areas where ordering, and physical processing of unbound, bound and microfilmed periodicals is conducted.

Duties & Responsibilities:

- Provide assistance to students at the Service Desk, using the online circulation and reserve system to loan library materials and to update their records.
- Checks in all periodicals, microfilms, and newspapers using the online LINCC periodicals subsystem.
- Oversees the shelving of all library periodicals.
- Assist library users in locating materials in our collection and provide basic information to our users.
- Compiles statistics on the use of the serial collection 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
- Works every evening and Saturdays.

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name