



Position Title: Part-Time Library Technician II

Job Code: 8382

Grade: W9

Reports To: Library Director or Assistant Director or Associate
Instructors

FLSA: Non-Exempt

Job Description:

The Part-Time Library Technician II is responsible for assisting with the library service desk and the processing of inter-library loans.

Duties & Responsibilities:

- Implements inter-library loan policies
- Implements procedures and regulations concerning record-keeping and regulations required by library consortium and other national/regional networks that supports library functions and services
- Shelves library materials
- Answers the telephone
- Files and prepares reports

Essential Personnel:

Non-essential

Minimum Requirements:

- Two (2) years of college from a regionally accredited institution and two (2) years of library experience, or any combination of education and work experience
- Must have good public relations, interpersonal and communication skills
- Must demonstrate computer literacy and information skills in an electronic environment

ACKNOWLEDGEMENT

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

Signature

Date

Printed Name