

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Villages
Adopted: July 18, 1991
Revised: May 28, 2010

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;
Submits a budget to the library board or appropriate authority;
Directs and supervises the expenditures of library funds;
Recommends and administers book buying policies of the library;
Supervises the maintenance 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;
Ability to carry out library policies;
Ability to comprehend readers' needs quickly and accurately;
Ability to express oneself clearly and concisely both orally and in writing;
Initiative in making constructive suggestions for improvements in services and book collections;
Sound judgment.

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.