

**CITY OF ST. MARYS, GEORGIA
CLASS SPECIFICATION**

CLASS TITLE: LIBRARY TECHNICIAN
DEPARTMENT: LIBRARY
REPORTS TO: LIBRARY DIRECTOR

CLASS CODE: 1038
FLSA STATUS: N
DATE: 06/13

JOB SUMMARY AND DISTINGUISHING FEATURES:

Performs a variety of clerical and customer service functions within the library, including: conducting various programs; preparing books and materials for addition to the collection; and assisting patrons.

As a municipal organization, the City of St. Marys is an emergency provider of services. Some emergency situations, including weather related emergencies, may necessitate City of St. Marys employees to assist in areas of work which may not be directly related to the employees specific job function, but which will be within the physical capabilities, training, and skills of the employee.

ESSENTIAL JOB FUNCTIONS: (All responsibilities may not be performed by all incumbents.)

Operates the circulation desk, including: checking materials in and out; answering reference questions; maintaining petty cash and receipts; receiving money for fines, fees, etc.; entering information into computer system; preparing deposits; registering new patrons; performing notary services; registering voters; shelving/re-shelving books, periodicals and other materials; assisting patrons in use of computers and other library equipment; displaying tax forms; assisting patrons in locating reference materials; notarizing documents; and answering phones, providing assistance and forwarding calls to appropriate staff member.

Prepares routine and non-routine reports utilizing a variety of software; receives, sorts, and summarizes material for the preparation of reports.

Conducts story time for children.

Creates bulletin boards and decorates library in conjunction with program themes.

Prepares books, videos and other materials for addition to the collection; maintains records of all materials processed

Conducts library tours.

Opens and closes facility; operates security system; empties drop box.

Repairs damaged materials.

Reserves meeting room; receives deposits.

Disseminates a variety of information and/or reports to various agencies, divisions, or departments via telephone, mail, email or fax.

May serve as backup for other positions within the department.

Performs other related duties as assigned.

MATERIAL AND EQUIPMENT USED:

Micro-Film Reader/Printer	Audiovisual Equipment	Computer(s)
Sensitizer	Ellison Machine	Paper Cutters
General Office Equipment	Glue Gun	

MINIMUM QUALIFICATIONS REQUIRED:

Education and Experience:

High School diploma or GED; and,

Six months to one year of progressively responsible related experience; or,

Any combination of education, training and experience which provides the required knowledge, skills, and abilities to perform the essential functions of the job.

Licenses and Certifications:

Notary Public

KNOWLEDGE, SKILLS, AND ABILITIES:

Knowledge of:

Basic principles and practices of library science, cataloguing systems, terminology, technology and management.

Standard reference materials, information sources and research techniques.

Correct English usage, including spelling, grammar, punctuation, and vocabulary.

Basic accounting.

All computer applications and hardware related to performance of the essential functions of the job.

Skill in:

Using tact, discretion, initiative and independent judgment within established guidelines.

Using a computer terminal to accurately and rapidly enter and retrieve data and information.

Organizing work, setting priorities, meeting critical deadlines, and following up on assignments with a minimum of direction.

Communicating clearly and effectively, both orally and in writing.

Mental and Physical Abilities:

Ability to provide reference assistance to the public.

Ability to provide effective service and communicate with patrons and staff.

Ability to analyze problems and find solutions.

Ability to read information from a computer and enter data into computer.

While performing the essential functions of this job, the incumbent is regularly required to sit; see; use hands to finger, handle, or feel objects; reach with hands and arms; ascend and descend ladders and stairs; bend body downward and forward by bending spine at the waist, requiring full use of the lower extremities and back muscles; speak and hear; and push, pull and/or lift up to 40 pounds occasionally.

Working Conditions:

Work is performed in a normal office environment with little exposure to outdoor temperatures or dirt and dust.

The incumbent's working conditions are typically moderately quiet.

This class specification should not be interpreted as all inclusive. It is intended to identify the essential functions and requirements of this job. Incumbents may be requested to perform job-related responsibilities and tasks other than those stated in this specification. Any essential function or requirement of this class will be evaluated as necessary should an incumbent/applicant be unable to perform the function or requirement due to a disability as defined by the Americans with Disabilities Act (ADA). Reasonable accommodation for the specific disability will be made for the incumbent/applicant when possible.