LIBRARY TECHNICAL SERVICES SPECIALIST

BASIC FUNCTION
Under the direction of the Electronic Resources Cataloger, provide complex and technical clerical duties involving the ordering, processing and distribution of books and other printed materials for the District library; perform more complex technical library work including searching varied data bases, entering records in data bases, compiling and maintaining library statistical data.

DISTINGUISHING CHARACTERISTICS
Incumbents in the Library Technical Services Specialist classification are assigned more complex technical clerical duties involving the ordering, processing and statistics of library materials for the district library. Library Specialist incumbents are assigned more complex and technical clerical duties involving the circulation of materials for the libraries of the District, assisting library users and staff in research and basic reference sources and monitoring students using word processing and Internet computer facilities. Incumbents in the Library Technician classification perform duties in ordering, processing, circulating and distributing books and other library materials for the libraries of the District.

REPRESENTATIVE DUTIES
Perform varied technical and clerical duties in connection with the ordering and acquisition of books, other printed materials and library related supplies. Type requisitions, purchase orders and work orders; collect and count library monies and make deposits as necessary. Perform varied on-line searches and ordering of books. Maintain appropriate files for the Technical Service Department. Operate DataResearch systems (OCLC & DRA) to copy and edit new records, produce catalog cards and update records. Communicate with publishers regarding book orders, invoices, pre-payment orders, book returns and cancellations. Prepare books for circulation; affix labels and pockets, sort and check catalog cards for accuracy and make additions, deletions and corrections as necessary. Receive books and supplies, check items against purchase orders and invoices, identify discrepancies, reconcile, and process payment. Maintain and compile all library statistics, including computer lab, reserve materials, new books, etc. Repair books, rebuild spines and covers, tip in pages and replace labels; remove obsolete, damaged or withdrawn books; discard or give books to Friends of the Library. Reclassify books, including pulling catalog cards, check for missing cards, type new call numbers, enter new call numbers into computer, refill shelf lists and return books to circulation.
Prepare and maintain a variety of reports, records and files related to assigned activities and personnel. E
Close and open files at end and start of each fiscal year. E
Operate computers to perform a wide variety of library duties; enter all books and non-book media, withdraw books, update records and maintain Technical Services files. E
Train technicians in the processing of books, periodicals, microfilm, reserve materials and videos. E
Communicate with Administrators, personnel and outside organizations to coordinate activities and programs, resolve issues and conflicts and exchange information. E
Assist at circulation desk as necessary.
Attend a variety of meetings as assigned.
Perform related duties as assigned.

**KNOWLEDGE AND ABILITIES**

**Knowledge of:** Library methods, practices and procedures; principles and methods of ordering, receiving, processing, maintenance and record keeping of library print and non-print material, and reference sources; correct English usage, grammar, spelling, punctuation and vocabulary; Library of Congress Cataloging System; oral and written communication skills; operation of a computer, on-line databases and networks, and associated software.

**Ability to:** Perform technical library duties; maintain accurate records; compare names and numbers rapidly and accurately; maintain and compile statistics; operate word processing equipment and computer terminals; maintain and organize a variety of records accurately; work cooperatively with others; train and provide work direction to others; understand and follow oral and written instruction; communicate effectively both orally and in writing; perform physical duties as required in libraries.

**EDUCATION AND EXPERIENCE**

Any combination equivalent to graduation from high school and two years of increasingly responsible library experience.

**WORKING CONDITIONS**

**Environment:** Library environment.

**EMPLOYMENT STATUS**

Bargaining Unit Position

E=Essential Functions