

**Seward County Community College**  
**Structured Compensation - Job Description**  
**Library Technician**

Data Year: 2017

Prepared On: 11/10/2017

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Department:	Library	Grade:	9
Reports To:	Director of the Library	Classification:	Non-Exempt
Supervises Direct:	0	Supervises Indirect:	6
Approved By:	Dr T Carter	Effective Date:	10/13/2015
		Revised Date:	10/13/2015

**Role:**

Assists with student's library needs in a cooperative, efficient, and informed manner that enhances their experience in the library; to circulate and reserve library materials and assist patrons with the library resources.

**Essential Functions & Responsibilities:**

- E 35% Maintains accessibility of library materials, including reserve and circulation materials; adjusts/updates computer and written records.
- E 25% Instructs students/staff in the location and use of library resources.
- E 20% Explains, interprets, executes policies and procedures, answers questions, and directs students to appropriate staff.
- E 15% Staffs the public service desk and supervises student workers when needed.
- N 5% Performs other duties as needed or assigned.

**Performance Measurements:**

1. To provide a professional, courteous, and friendly atmosphere to both internal and external customers.
2. To provide essential library services on a timely basis and in a professional manner.
3. To manage customer information with accuracy and confidentiality.

**Knowledge and Skills:**

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|----------------------|--|
| Experience           | Up to six months of similar or related experience. Experience earned in a library, academic, or public setting required. Academic library experience preferred.  |
| Education            | (1) A two year college degree or (2) Completion of a specialized course of study at a business or trade school or (3) Completion of a specialized and extensive in-house training or apprenticeship program.<br>Associates degree minimum; Bachelor's degree preferred but not required.   |
| Interpersonal Skills | Work normally involves contacts with persons beyond immediate associates generally regarding routine matters for purposes of giving or obtaining information which may require some discussion. Outside contacts take the form of service to the public (students, visitors or vendors) requiring ordinary courtesy in providing assistance and information. |
| Other Skills         | Knowledge:<br>Knowledge in libraries policies and procedures.<br>Knowledge in Library of Congress classification system.   |

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Knowledge in social media platforms and trends.

**Skills:**

Reading, writing, and interpersonal communication skills.

Mathematics and/or statistics skills.

Money handling skills.

Computer and office technology skills ( including but not limited to PC hardware and software, Microsoft Windows OS and Office Suite, fax machines, copies, laminators, etc.)

Skills in maintaining confidentiality of user information in accordance with FERPA laws and ALA Bill of Rights.

Skills in decision making and problem solving.

Preferred skills in the use of EOS ILS software, cataloging materials using Library of Congress classification system, interlibrary loan software, specially Auto Graphic's Agent Software.

Preferred skills in teaching and training others in library usage basic information literacy.

**Abilities:**

Ability to work sitting down and standing up for extended periods with frequent interruptions.

Ability to perform under high levels of stress.

Ability to maintain a positive attitude and/or a sense of humor during high levels of stress during peak times.

Ability to read and understand information and ideas presented in writing.

Ability to work collectively and individually.

**Physical  
Requirements**

Physical requirements are based on an 8 hour work day and may vary slightly.

Sitting for a period of 4 hours at one time with a total of 5 1/2 hours

Standing for a period of 1 hour at one time with a total of 2 hours

Walking for a period of 10 min at one time with a total of 1/2 hour

Lifting up to 5 lbs. continuously and up to 50 lbs. occasionally

Carrying up to 5 lbs. continuously and up to 50 lbs. occasionally

Repetitive Action: use of right and left hand for simple grasping, fine manipulation, and pushing and pulling

Bending, squatting, crawling, climbing, and reaching above shoulder level occasionally

Keyboarding 4-6 hours daily

Drive a vehicle and be exposed to dust occasionally

**Work Environment**

Position may require some travel and overnight stays for professional development opportunities.

**Additional comments:**

Position requires the ability to do some degree of standing, twisting, bending, crawling, reaching, loading and unloading objects from carts and shelves, pushing and pulling carts,

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carrying boxes and packages, sitting at a desk, computer use (keyboarding , using a mouse, etc.)

**Disclaimer:**

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities required of the employee, and at no time does the job description constitute a contract. The college may exercise its employment-at-will rights at any time.

**This Job Description is not a complete statement of all duties and responsibilities comprising the position.**

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Printed Employee Name

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Date

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Employee Signature