

Job Description

Plainville Public Library

Position:	Library Technician I	Hours:	12 hours/week
Department:	Library	Date:	
Reports to:	Library Director	FSLA Status:	Non-union, not exempt

Position Purpose: A person in this position performs a variety of clerical and para-professional duties requiring familiarity with library practices and procedures and computer applications.

Essential Functions:

(The essential function or duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of a specific statement of duties does not exclude them from the position if the work is similar, related, or a logical assignment to the position.)

- Attends circulation desk; checks in and out and renews materials, computes and collects fines, inspects for damage and assess charges, answers telephone and refers call, registers new customers, takes reservations for passes and materials
- Assists customers in use of online catalog, helps locate materials in all formats
- Able to explain library regulations and policies
- Operates computers; enters data, modifies records, deletes outdated information, access files in daily exercise of duties
- Provides reader's advisory and basic reference assistance. Offers ILL when appropriate
- Notifies customers as needed
- Assists customers with library equipment and devices as appropriate, troubleshoots as needed
- Assist library personnel with duplicating needs and other projects as needed
- Assists in set up and removal of displays and postings
- Performs tasks in accordance with specialized background and skills, as required
- Performs all of the above but not limited to

Minimum Qualifications:

Education, Training and Experience:

High school diploma or GED supplemented by experience with customer service. Ability to become a certified Passport Acceptance Agent.

Licenses/Certificates:

May complete training and become a certified Passport Acceptance Agent upon hire and recertify each year.

Knowledge, Ability and Skill:

Working knowledge of general office procedures and skills required in the performance of clerical duties. Ability to communicate clearly and concisely in person, by phone or in writing and deal courteously with the public. Ability to prioritize and juggle multiple tasks at the same time. Ability to accomplish tasks within established time frames. Familiarity with, office equipment, internet, ereaders and other mobile devices. Demonstrated ability to use computers/devices with emphasis on use of library network, internet, social media, digital resources and ebooks. Familiarity with books and literature highly desirable.

Supervision:

Supervision exercised: none

Effective March 16, 2023. Replaces all previous

Supervision Received: Work under the general direction of the Library Director and Library Technician II, and within applicable regulations and procedures of the U.S. Department of State.

Job Environment:

- A majority of the work is performed under typical office conditions, with frequent interruption; noise level is moderate. A service road near the library for emergency vehicles may temporarily increase noise.
- Regularly operates a computer, telephone, copier, fax machine, scanners, stapler and other standard office equipment.
- Makes frequent contacts with the general public and other library staff. Contacts are in person, in writing or by phone.
- Has access to departmental confidential information and Personal Identifiable Information; the application of appropriate judgement and discretion is required.
- Errors could result in significant delays to service provided.

Physical Requirements:

(The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.)

Employee is regularly required to walk, sit, stand, talk, and hear; uses hands to finger, handle, feel or operate objects or controls, and reach with hands and arms as in picking up paper, books, files, and other common office and library objects. Must be able to bend and stretch to shelve books and library materials. Employee may lift and/or move objects weighing up to 40 pounds. Vision and hearing at or correctable to normal ranges.

(This job description does not constitute an employment agreement between the employer and the employee, and is subject to change by the employer, as the needs of the employer and the requirements of the job change.)

This employer is an Equal opportunity, Pay Equity and American with Disabilities Act compliant employer.