



Town of Stoneham
Library
Job Description

Position Title:	Library Technician
Supervision:	Reports to the Department Head/Other Librarian
Scheduled Hours:	10+ hours
Union Affiliation:	MLSA
Grade:	29
Incorporated into Contract:	January 2021

Position Purpose:

The purpose of this position is to perform a variety of clerical and manual tasks in support of cataloging, circulation, acquisitions, and interlibrary loan functions of the library; performs all other related work as required.

Supervision:

Supervision Scope: Performs a variety of routine library functions in accordance with prescribed procedures which require constant attention to detail and accuracy.

Supervision Received: Work is performed under the general direction of a department head or other librarian.

Supervision Given: None

Job Environment:

Work is performed under typical library conditions; noise level is moderate at times; evening and weekend hours may be part of regular work schedule.

Operates computers, printers, and all other standard office and library equipment.

Has frequent contact with library patrons, other library personnel, local schools, civic organizations and volunteers.

Errors could result in delay of service and adverse public relations.

Essential Functions:

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

Provides circulation desk services for patrons; performs a variety of related clerical functions.

Registers and maintains confidential borrower information.

Provides assistance in various phases of operation at the front desk; answers the telephone, provides basic directional, reference and reader advisory services; issues library cards; checks

books and other library materials in and out using the library's computer system; collects and records fines for overdue books; stamps books.

Assists patrons in the use of library facilities; provides assistance to "Friends" group, other organizations and library volunteers as needed.

Processes new materials and prepares them for circulation; updates book and spine labels; places book jackets on appropriate materials; places ownership identification on all new materials; replaces books on shelves according to categories.

Contacts patrons who have overdue items; updates patron records.

Performs miscellaneous typing, filing and computer data entry work; maintains bulletin boards; shelves library materials; weeds shelves and maintains collection in proper order; uses photocopier; assists with special projects.

Performs similar or related work as required or as situation dictates.

Recommended Minimum Qualifications:

Education and Experience:

High school education; or any equivalent combination of education and experience.

Knowledge, Ability and Skill:

Knowledge: Working knowledge of library principles and procedures. Knowledge of books, authors and titles. Knowledge of inter-library loan procedures. Knowledge of Dewey Decimal System.

Ability: Ability to deal with the public in a courteous and tactful manner. Ability to work with detail. Ability to perform all duties associated with circulation, cataloging, maintaining and updating library registration, etc.

Skill: Skill in typing and in the use of other standard office machines. Interest in reading. Skill in computer operations.

Physical Requirements:

The physical demands described here 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. Moderate physical effort required in performing functions under typical library conditions. Intermittent walking, reaching, crouching, climbing, and similar activities. Ability to use a keyboard. Incumbent is required to lift and shelve books and move boxes of books, which may weigh up to 30 pounds.

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