LIBRARY TECHNICIAN

GENERAL STATEMENT OF DUTIES: Serves as head of a library serving a population of less than 5,000; does related work as required.

DISTINGUISHING FEATURES OF THE CLASS: This is not a professional librarian's position but it involves responsibility for operating a library serving less than 5,000 and providing library services to such a community. The work involves carrying out broad policy as determined by the Library Board or Superintendent of Schools or School Board. Direct supervision may be exercised over clerical and part-time help.

EXAMPLES OF WORK: (Illustrative only)

- May perform original cataloging and classifying;
- Selects book and related materials for acquisition;
- Performs reference services;
- Compiles book lists and bibliographies;
- Plans the installation of new types of services;
- Recommends necessary library services;
- Prepares preliminary budget estimates;
- Submits a budget to the library board;
- Directs and supervises the expenditures of library funds;
- Recommends and administers book buying policies of the library;
- Supervises the maintenance of buildings and grounds;
- Recommends repairs, alterations and new construction;
- Represents the library at community and group meetings.

REQUIRED KNOWLEDGES, SKILLS AND ABILITIES:
Some knowledge of library techniques; some knowledge of library administrative practices; ability to carry out library policies; ability to comprehend readers' needs quickly and accurately; ability to express oneself clearly and concisely both orally and in writing; initiative in making constructive suggestions for improvements in services and book collections; tact; courtesy; good judgment; good physical condition.

ACCEPTABLE EXPERIENCE AND TRAINING:

Either (a) Graduation from a college or university recognized by the University of the State of New York; **OR**

(b) Four years of library clerical experience supplemented by an accredited course in library science; **OR**

(c) Any equivalent combination of experience and training sufficient to indicate ability to do the work.