

## JOB INFORMATION

|                         |                           |
|-------------------------|---------------------------|
| Job Code                | LB02A                     |
| Job Description Title   | Spec I, Library Technical |
| Pay Grade               | LM05                      |
| Range Minimum           | \$37,510                  |
| 33rd %                  | \$42,510                  |
| Range Midpoint          | \$45,010                  |
| 67th %                  | \$47,510                  |
| Range Maximum           | \$52,510                  |
| Exemption Status        | Non-Exempt                |
| Approved Date:          | 7/28/2021 11:25:13 AM     |
| Legacy Date Last Edited | 8/23/2018                 |

## JOB FAMILY AND FUNCTION

|               |                               |
|---------------|-------------------------------|
| Job Family:   | Libraries, Archives & Museums |
| Job Function: | Librarian                     |

## JOB SUMMARY

Performs a variety of technical and specialized paraprofessional library responsibilities involved in the investigation, organization and dissemination of library materials and resources, and responds to reference and search questions involving discriminatory judgment.

## RESPONSIBILITIES

- Handles complex responsibilities related to creation of cataloging records, provision of services to the public, and other library operations.
- Assists patrons in researching and obtaining information from library or archival collections and instructs patrons in the use of library systems.
- Gathers, interprets and analyzes complex data (ex., library computer records) and relevant information from different sources, and may prepare written documentation of issues/procedures.
- May make or coordinate presentations to patrons regarding library resources.
- May represent the department on committees and task forces.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

## SUPERVISORY RESPONSIBILITIES

|                            |                                                                           |
|----------------------------|---------------------------------------------------------------------------|
| Supervisory Responsibility | May supervise employees but supervision is not the main focus of the job. |
|----------------------------|---------------------------------------------------------------------------|

## MINIMUM QUALIFICATIONS

**To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only be utilized when the candidate does not meet the minimum requirements.**

## MINIMUM EDUCATION & EXPERIENCE

| Education Level            | Focus of Education                |     | Years of Experience | Focus of Experience                                                                                                            |  |
|----------------------------|-----------------------------------|-----|---------------------|--------------------------------------------------------------------------------------------------------------------------------|--|
| High School Diploma or GED | High School Diploma or equivalent | and | 4 years of          | Experience managing and processing complex data or materials in an office setting, and familiarity with computer applications. |  |

Substitutions Allowed for Experience Yes

*Substitution allowed for Experience: When a candidate has the required education, but lacks the required experience, they may normally apply additional appropriate education toward the experience requirement, at a rate of one (1) year relevant education per year of required experience.*

## MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of processes, standards, and procedures associated with a range of library procedure and problems.

## MINIMUM LICENSES & CERTIFICATIONS

| Licenses/Certifications | Licenses/Certification Details | Time Frame | Required/Desired |  |
|-------------------------|--------------------------------|------------|------------------|--|
| None Required.          |                                |            |                  |  |

## PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category: Other

## PHYSICAL DEMANDS

| Physical Demand               | Never | Rarely | Occasionally | Frequently | Constantly | Weight |
|-------------------------------|-------|--------|--------------|------------|------------|--------|
| Standing                      |       |        |              | X          |            |        |
| Walking                       |       |        |              | X          |            |        |
| Sitting                       |       |        | X            |            |            |        |
| Lifting                       | X     |        |              |            |            |        |
| Climbing                      |       |        |              | X          |            |        |
| Stooping/ Kneeling/ Crouching |       |        | X            |            |            |        |
| Reaching                      |       |        |              |            | X          |        |
| Talking                       |       |        | X            |            |            |        |
| Hearing                       |       |        |              |            | X          |        |
| Repetitive Motions            |       |        |              |            | X          |        |
| Eye/Hand/Foot Coordination    |       |        |              |            | X          |        |

## WORKING ENVIRONMENT

| Working Condition | Never | Rarely | Occasionally | Frequently | Constantly |
|-------------------|-------|--------|--------------|------------|------------|
| Extreme cold      |       |        | X            |            |            |
| Extreme heat      |       |        | X            |            |            |
| Humidity          |       |        | X            |            |            |
| Wet               |       |        | X            |            |            |
| Noise             |       |        | X            |            |            |

WORKING ENVIRONMENT

| Working Condition      | Never | Rarely | Occasionally | Frequently | Constantly |
|------------------------|-------|--------|--------------|------------|------------|
| Hazards                |       |        | X            |            |            |
| Temperature Change     |       |        | X            |            |            |
| Atmospheric Conditions |       |        | X            |            |            |
| Vibration              |       |        | X            |            |            |

**Vision Requirements:**

Ability to see information in print and/or electronically.