

Jurisdictional Class: Competitive; Non-Competitive when Part Time in Villages  
Adopted: July 18, 1991  
Revised: October 24, 2016

**LIBRARY TECHNICIAN**

**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/or part-time help. The incumbent does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative only)

May perform original cataloging and classifying;  
Selects books 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 and submits a budget to the library board or appropriate authority;  
May attend workshops and/or educational classes to keep up-to-date on advances in library technology, library procedures and practices;  
Directs and supervises the expenditures of library funds;  
May assist with financial reports or statistical data as needed;  
Recommends and administers book buying policies of the library;  
Supervises clerical and maintenance staff of the library and/or the library building and grounds where applicable;  
Recommends library repairs, alterations, and new construction;  
Represents the library at community and group meetings.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:**

Some knowledge of library techniques;  
Some knowledge of library administrative practices;  
Basic knowledge of library computer applications and audio-visual equipment;  
Ability to carry out library polices;  
Ability to supervise the work of others;  
Ability to make arithmetic computations accurately;  
Ability to organize data and prepare reports;  
Ability to comprehend readers' needs quickly and accurately;  
Ability to communicate effectively, both orally and in writing;  
Initiative in making constructive suggestions for improvements in services and book collections;  
Sound judgment.

**MINIMUM QUALIFICATIONS:** Graduation from high school or possession of a high school equivalency diploma and either:

- (a) Possession of a Bachelor's Degree from a regionally accredited or New York State registered college or university; or
- (b) Four (4) years of library clerical experience supplemented by an accredited course in library science; or
- (c) An equivalent combination of training and experience as defended by the limits of (a) and (b) above.