CITY OF SCOTTSBLUFF, NEBRASKA

Job Opportunity

Part-time Library Technician

Description of the Job:
The Library Technician assists in the operation of the public and technical service areas of the library. The work involves performance of various library, computer, clerical and public contact duties. Work is of moderate complexity but follows established library practices and procedures. Although subject to supervision and review by a Librarian, the employee is expected to work independently after a reasonable period of training and orientation. The Library Technician exercises some supervision over Library Pages.

Essential Functions of the Job:
Assists the public with self check and at the circulation desk, as scheduled.
Assumes full responsibility for the library when the only adult on duty.
Directly assists the public in the use of library resources, paper and electronic.
Researches and answers reference questions using local resources as well as online networks and databases.
Instructs the public in the use of indexes, catalogs and other reference and electronic resource materials.
Provides patrons with advice and guidance on reading materials as necessary.
Collects and records money received for fines, fees and other charges.
Assists and instructs the public in the use of computers and computer technology.
Issues library cards and explains policies and procedures.
Assists with adult, young adult and children’s programs.
Assists with technical services as needed.
Searches for Marc records and edits predetermined cataloging information on the OCLC database.
Prepares and processes cataloged library materials.
Enters barcode information on the Automation System in preparation for circulation.
Processes and files state and federal government documents.
Maintains acquisition files and records.
Types correspondence, reports, and processes purchase orders.
Mends library materials.
Compiles statistical reports on library usage.
Assists with preparation of overdue notices.
Assists in preparing displays, exhibits, bulletin boards and bibliographies.
Assists in maintaining and updating serial publications and loose leaf manuals.
Processes materials withdrawn from the collection.
Attends workshops as well as in-house training programs when required.
Other related duties and projects as may be assigned.
**Knowledge, Skills, and Abilities:**
- Ability to understand and follow oral and written instruction.
- Ability to communicate effectively with the public and co-workers in person or on the telephone.
- Ability to deal pleasantly but tactfully with customer complaints.
- Ability to lift up to 20 pounds with the ability to lift lesser weights repetitively, and to perform other physical activities needed to accomplish the essential functions of the position.

**Minimum Qualifications:**
- Completion of high school degree or equivalent.
- Requires computer and data entry skills.
- Willingness to work weekends and evenings as required.

**Preferred Qualifications:**
- Knowledge of paper and electronic reference materials and tools.
- Experience in public library work.
- Experience in use of library automated systems.
- Experience in database and Internet research.

This job description is intended to describe the general nature and level of work to be performed by employees assigned to this classification and is not intended to be construed as an exhaustive list of all responsibilities, duties and skills of personnel so classified.

Hourly: $10.72

A CITY APPLICATION FORM IS REQUIRED AND MAY BE OBTAINED AT CITY HALL, 2525 CIRCLE DR, SCOTTSBLUFF, NEBRASKA OR ONLINE AT www.scottsbluff.org.

APPLICATIONS FOR THIS POSITION WILL BE ACCEPTED UNTIL 4:00 P.M., FRIDAY, DECEMBER 6, 2013. APPLICATION FORMS NEED TO BE FULLY COMPLETED!

The City of Scottsbluff is an Equal Opportunity Employer. The city fully complies with the provisions of the Americans with Disabilities Act. Only United States citizens and aliens lawfully authorized to work in the United States will be hired. All new employees are required to complete a citizenship verification form.