

## **LIBRARY TECHNICIAN**

**LOCATION:** Town of Nichols, Village of Newark Valley  
**CLASSIFICATION:** Non-Competitive (P/T only)  
**SALARY:** To be determined  
**ADOPTED:** Revised 6/10; Tioga Co. Personnel & Civil Service

**DISTINGUISHING FEATURES OF THE CLASS:** Serves as head of a library serving a population of less than 5,000; does related work as required. 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. Direct supervision may be exercised over clerical and part-time help.

### **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;
- 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.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES & PERSONAL CHARACTERISTICS:** 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 construction suggestions for improvements in services and book collections; tact; courtesy; good judgment; good physical condition.

### **MINIMUM QUALIFICATIONS (Either):**

- a. Graduation from a college or university recognized by the University of the State of New York; **or**
- b. Four (4) 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.