AUBURN
Human Resources

Spec I, Library Technical
Job Description

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 to 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.