



JOB INFORMATION

Job Code	LB02B
Job Description Title	Spec II, Library Technical
Pay Grade	LM07
Range Minimum	\$40,930
33rd %	\$47,750
Range Midpoint	\$51,170
67th %	\$54,580
Range Maximum	\$61,400
Exemption Status	Non-Exempt
Approved Date:	7/28/2021 11:25:35 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.

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	High School Diploma or equivalent	And	6 years of	Experience managing and processing complex data or materials in an	Or

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education	Years of Experience	Focus of Experience
			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

Detailed knowledge of library processes, standards and procedures.

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		
Hazards			X		
Temperature Change			X		

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Atmospheric Conditions			X		
Vibration			X		

Vision Requirements:

Ability to see information in print and/or electronically.