

**MICHIGAN CIVIL SERVICE COMMISSION
JOB SPECIFICATION**

LIBRARY TECHNICIAN

JOB DESCRIPTION

Employees in this class series assist professional librarians in maintaining state or departmental libraries. Employees also provide requested assistance to patrons of the library. Some positions in this class series may be responsible for the library without the benefit of supervision from a professional librarian.

There are four classifications levels in this job.

Position Code Title - Library Technician-E

Library Technician 8

This is the entry level. The employee performs a range of library technician tasks under close supervision while developing the required skills and learning the work methods, processes and procedures.

Library Technician 9

This is the intermediate level. The employee works in a developing capacity with increased responsibility for providing a range of library technician duties.

Library Technician E10

This is the experienced level. The employee performs a full range of library technician activities and uses considerable independent judgment in making decisions where guidelines are applied to a variety of situations.

Position Code Title - Library Technician-A

Library Technician 11

This is the advanced-level technician. The employee at this level serves as a lead worker responsible for assigning and directing the work of lower-level Library Technicians, or as a senior worker, performing library technician assignments recognized as the most complex. Senior-level employees perform complex assignments beyond those expected at the experienced level which have been approved by Civil Service.

NOTE: Employees generally progress through this series to the experienced level based on satisfactory performance and possession of the required experience.

JOB DUTIES

NOTE: The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Assists professional Librarians in gathering materials for reference and biographical use, and in shelf-listing books.

Assists library patrons in the use of card catalog and indexes, or in locating materials.

Selects and requests the acquisition of library materials.

Catalogs books and other library materials.

Performs searches in the cataloging and order process.

Selects materials for pamphlet and clipping files.

Reads professional literature and participates in in-service training to keep informed on current materials and library developments.

Maintains records, prepares reports, and composes correspondence related to the work.

Performs related work as assigned.

Additional Job Duties

Library Technician 11 (Lead Worker)

Explains work instructions to other Library Technicians, adapting guidelines to the assignment as necessary.

Coordinates the work of the unit by determining priorities, scheduling and assigning work, and overseeing the completion of work.

Assures that the work meets quality and production standards by reviewing the work for accuracy and proper completion and monitoring output.

Library Technician 11 (Senior Worker)

Regularly processes the most complex tasks.

JOB QUALIFICATIONS

Knowledge, Skills, and Abilities

NOTE: Some knowledge in the area listed is required at the entry level, developing knowledge is required at the intermediate level, considerable knowledge is required at the experienced level, and thorough knowledge is required at the advanced level.

Knowledge of library methods, materials, and organization.

Knowledge of the methods of classifying, cataloging, and shelf-listing books.

Knowledge of the Dewey Decimal and Library of Congress classification systems.

Knowledge of card catalogs, indexes and other reference material used in the library.

Knowledge of research methods used in locating materials.

Ability to understand and carry out instructions.

Ability to operate audio-visual equipment or other equipment used in the work.

Ability to assemble material quickly and efficiently.

Ability to select and compile data for correspondence and reports.

Ability to compose routine correspondence.

Ability to interpret instructions and guidelines to resolve work problems.

Additional Knowledge, Skills, and Abilities

Library Technician 11 (Lead Worker)

Ability to explain instructions and guidelines to others effectively.

Ability to organize and coordinate the work of the unit.

Ability to determine work priorities and assign work to employees.

Library Technician 11 (Senior Worker)

Ability to perform the most complex assignments.

Working Conditions

None

Physical Requirements

None

Education

Completion of two years of college (60 semester or 90 term credits) with 15 semester (24 term) credits in one or a combination of the following: library technology, audio-visual technology, or media technology.

Experience

Library Technician 8

No specific type or amount is required.

Library Technician 9

One year of experience equivalent to a Library Technician 8.

Library Technician E10

Two years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician 9.

Library Technician 11

Three years of experience equivalent to a Library Technician, including one year equivalent to a Library Technician E10.

Alternate Education and Experience

Library Technician 8 - 11

Four years of office support experience in a library setting, two years of which shall have been equivalent to the experienced (E7) level, may be substituted for the education requirement.

Special Requirements, Licenses, and Certifications

The Department of Corrections may screen out applicants who have been convicted of a felony in accordance with Public Act 191 of 2017. Applicants who have been convicted of a misdemeanor or felony are ineligible for employment with the Department of Corrections until satisfactory completion of any sentence imposed, including parole or probation.

NOTE: Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION

Job Code

LIBRTECH

Job Code Description

LIBRARY TECHNICIAN

Position Title

Library Technician-E

Library Technician-A

Position Code

LIBRTCHE

LIBRTCHA

Pay Schedule

W41-015

W41-016

01/27/2019