

# BUHL PUBLIC LIBRARY

## JOB DESCRIPTION

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TITLE:	<b><i>Lead Library Technician</i></b>
DESIGNATION:	<i>Part-time Position (range of 20 to 29 hours per week)</i>
RATE OF PAY:	<i>Starting wage of \$16.00 per hour</i>
DIVISION:	<i>General Government</i>
REPORTS TO:	<i>Buhl Public Library Board</i>
DEPARTMENT:	<i>Library</i>

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### SCOPE OF JOB:

#### Nature of Work:

Performs a wide variety of general library work. Assists patrons and performs daily operations such as cataloging, processing, circulation, and shelving library materials; performs related duties as assigned.

#### Supervision Authority:

The Lead Library Technician supervises Library Technician/Aides, interns, limited time help, and volunteers.

#### Supervision Received:

Works under the general and technical supervision of the Buhl Public Library Board.

### DUTIES AND RESPONSIBILITIES:

#### Essential Job Function:

Essential functions, as defined under the American Disabilities Act, may include any of the following tasks, knowledge, skills, and other characteristics. The list that follows is not intended as a comprehensive list but rather it is intended to provide a representative summary of the major duties and responsibilities. The person may not be required to perform all duties listed and may be required to perform additional position specific tasks.

#### *General Duties:*

- With Library Board approval, will plan, organize, and evaluate library programs and services and implement them into action.
- Provides work direction for staff, interns, limited time help, and volunteers.

- Recommends to the Library Board for their approval, the purchase, deletion and organization of library materials, books, magazines, newspapers, audio, capital assets, operating supplies, program materials, etc.
- Catalogs books and materials in a timely manner.
- Enters information into automated databases and other record systems.
- Prepares various reports for submittal to the Arrowhead Library System (ALS) and the State of Minnesota.

*Service to Library Patrons:*

- Assist patrons with requests for books or other media/materials.
- Can demonstrate use of library computers and other office machines.
- Checks library books/materials in and out.
- Catalogs and shelves books/materials in a timely manner.
- Process and collect fines and fees in accordance with library policy.
- Issues library cards.
- Respond to inter-library loan requests in a timely manner.

*Other Duties:*

- Customer service: phone calls, etc.
- Attends monthly Library Board meetings. Prepares an agenda and supporting documents for each board member. Posts all agendas in compliance with the requirements of open meeting law.
- Updates and maintains the Buhl Library MN website with current events and information. <https://buhllibrarymn.wordpress.com>
- Attends meetings, training and workshops as requested/approved by the Library Board.
- Follows and responds accordingly to any time management list as provided by the Library Board.
- Responsible for the recording and safekeeping of all collection materials received in accordance with Library Policy.
- Performs any other duties/projects as requested by the Library Board.
- Library cleaning as needed.

**WORK SCHEDULE:**

- The position is designated as Part-Time with a range of 20 to 29 hours per week.
- The position will have set hours per day as established by the Library Board.
- All hours worked beyond the maximum of 29 hours per week will require prior approval from the Library Board.

## EDUCATION AND EXPERIENCE:

- Bachelor's degree preferred.
- And/or at least three (3) years of work experience within a library setting.
- And/or willing to complete upon hire, if not already certified, the Alternative Basic Library Education (ABLE) Certification; a free online course through the *Idaho Commission for Libraries* <https://libraries.idaho.gov/continuing-education/able/>

## WORKING CONDITIONS AND REQUIREMENTS:

- Ability to communicate and work effectively with others.
- Enjoys working with the public.
- Must be computer literate. Knowledgeable about the internet, Microsoft Word, and Excel applications.
- Ability to utilize printers, photocopiers, scanners, and fax machines.
- Must be proficient in the English language, spelling, and grammar.
- Ability to follow written and oral direction and complete assigned tasks with little supervision.
- Strength and ability to lift to 30 lbs. and the agility to stoop, stretch, and climb stairs to retrieve and replace materials with or without reasonable accommodation.

*Adopted by the Buhl Public Library Board on \_\_\_\_\_.*