



## TOWN OF HOLLISTON

### JOB DESCRIPTION

<b>Job Title:</b>	Library Technician	<b>Date:</b>	6/19/2012
<b>Department:</b>	Public Library	<b>Grade:</b>	200
<b>Reports to:</b>	Library Director	<b>FLSA:</b>	Non-Exempt

#### SUMMARY

Responsible for assisting patrons with library transactions, greeting public and overseeing foot traffic, and providing administrative support by answering incoming calls, responding to a variety of general requests, and performing some clerical responsibilities.

#### ESSENTIAL FUNCTIONS

Greet public and monitor foot traffic.

Perform library circulation procedures (check-in; check-out; sort books for shelving; take requests for reserve and inter-library loan materials; notify patrons when requested books are available; pull damaged material; register patrons, verify accuracy and issue library cards; handle reservations and usage of museum passes and meeting room).

Answer incoming calls and public inquiries and provide general library information; direct calls. Provide basic directional reference or reader advisory services to patrons.

Process overdue notices.

Process requested books and other materials coming from and going to other libraries. Pack and unpack inter-library materials.

Handle payment of lost materials, fees and fines and sales items.

Shelve books and material; check-in and display newspapers and magazines.

Maintain Library appearance by picking up toys, books, dusting books and shelving.

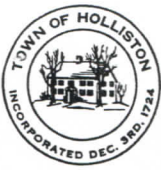
Empty book drop.

If working at Library closing, shut down computers, and secure building.

#### SECONDARY RESPONSIBILITIES

- Move and set-up display tables.
- Perform clerical work as needed for the Director.
- Prepare material for circulation.

*Performs other position-related duties, as assigned.*



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#### **QUALIFICATIONS**

##### **Minimum Training and Experience**

Requires High School Diploma/G.E.D. Requires computer literacy in word processing and databases. Some College preferred.

##### **Tools and Equipment Used**

The employee is required to use a personal computer and general office equipment, as well as non-motorized tools and equipment, such as book carts.

##### **Physical Demands**

The physical demands listed are representative of those that must be met by the employee to successfully perform the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered.

While performing the duties of this job, the employee is frequently required to talk, hear, stand for prolonged periods, walk, reach, kneel and crouch. The employee must regularly lift and/or move materials, weighing up to 30 pounds.

The employee must have good vision to view computer screens, numbers and text and view documents for general understanding. Work requires manual dexterity in combination with eye-hand coordination for keyboard input, data entry and material/book handling.

##### **Work Environment**

The work environment characteristics described here are representative of those that the employee encounters while performing the essential functions of this job. Reasonable accommodations to ensure individuals with disabilities can perform essential functions are considered. Work is performed in an open setting with public traffic.