



Library Technician

Position Overview:

This non-exempt (hourly) position provides a variety of routine clerical duties in support of Library operations and activities. Works independently with moderate supervision.

Job Responsibilities:

- Assist in all areas of the Library, including the children's room, teen room, fiction and non-fiction; assist with specialized programs or exhibits as needed.
- Update and edit library card accounts and patron records in Evergreen.
- In-take library fine money and/or Friends' donations, book sale purchases.
- Create Word documents or Excel spreadsheets as needed.
- Assist in processing newly acquired material.
- Check in and check out library materials, circulate museum passes, renew items, and place holds for patrons.
- Cover a service point alone for up to a half an hour.
- Make copies and collate as needed.
- Other duties as assigned by the Library Director.

Requirements:

- Must be 18 years of age or older.
- Available to work day, evening, and weekend shifts regularly.
- Able to use office equipment and computers to conduct internet searches.
- High school diploma required.
- Read and write English.
- Work independently when required.
- Attention to detail and accuracy.
- Physical requirements include working in an environment with quiet to moderate noise; standing, walking, sitting, stooping, or reaching with hands and arms up to 1/3rd of the time. Frequently required to lift 10 pounds, occasionally lifting up to 30 pounds is required. Must have the ability to operate light equipment, hand tools, computers, and various office machines.

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