

University of Houston – Clear Lake

Position Description

Job Title: **Library Technician - Circulation**

Job Code: **5416**

Pay Grade: **070**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Associate degree or two years (60 hours) college credit.	
Experience	Two years library or relevant office experience. An equivalent combination of education and relevant work experience will be considered.	One year word processing experience; one or more years experience with an automated library system or PC database.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position that encompasses a wide variety of tasks. The primary responsibility of this position is to assist patrons at the circulation desk by providing services, information, and directions with accuracy, promptness, and a pleasant attitude. Circulation desk duties consist of working knowledge of the library's specialized patron database/online catalog system, People Soft, the Internet, and other software, and being able to help patrons use these systems as appropriate. The incumbent performs all additional assigned tasks such as supervising and training student workers with precision and order in a timely fashion. Incumbent should also be able to troubleshoot copier and microfilm/fiche machines for problems not requiring a technician. Other responsibilities includes overseeing stacks maintenance. This entails walking the stacks on a weekly basis in order to direct student techs to maintain the books neatly and in order. This position will keep statistics of student tech activity in the stacks, such as shelf reading

Duties and responsibilities	% Time
Performs all Circulation desk duties, including checking in and out materials, using the library's automated patron database/online catalog. Assist patrons at the circulation desk with accuracy, promptness, and a pleasant attitude.	40
Assumes responsibility for all circulation duties one evening a week and one weekend day in five (includes opening and closing).	15
Oversees stack maintenance, including working with librarian for major shifts, supervising student workers for the shift, and coordinating with Senior Library Associate for appropriate end panel signage.	15
Trains student workers in appropriate shelving procedures, including statistics.	15
Monitors shelf-reading assignments and makes changes as necessary. Handles the search process for lost materials. Supervises Circulation student workers. Attends training and development workshops. Recommends modification of library procedures. Subscribes to appropriate listserves to keep abreast of emerging technologies and changing procedures and policies in the circulation environment. Other duties as assigned.	15

This position description describes the general qualifications, duties and responsibilities of work being performed.