

JOB TITLE: Library Technical Specialist
PAY GRADE: CL 20
LAST REVISED: July 2025

*Job Descriptions/Class Specifications are intended to present a descriptive list of the range of duties performed by employees in the job and are **not** intended to reflect all duties performed within the job.*

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

SUMMARY DESCRIPTION

Under general supervision from assigned manager, provides oversight of the technical support for information delivery systems essential to daily library processes, services, and operations; provides support of library technologies by ensuring interoperability of the Integrated Library System (ILS); serves as a liaison between users, District Information Technology Services (ITS), and vendors; ensures data integrity by generating statistical data, Online Public Access Catalog (OPAC), maintenance, cataloging, and physical processing of materials.

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Catalogs and classifies library materials using the Dewey Decimal and Library of Congress systems, including, but not limited to, electronic data, books, videotapes, DVDs, software, prints, and CDs; edits, proofreads, and updates Machine-Readable Cataloging (MARC) records and imports them into our databases while maintaining Resource Description and Access (RDA) and District standards.
2. Designs, modifies, and runs database queries to prepare reports.
3. Triage technology issues related to the Integrated Library System (ILS) system and consults with Information Technology Services (ITS) to find and implement solutions; reports technical, software, maintenance, and security concerns or problems to ITS and vendors, as needed.
4. Assists in planning and implementing long-range library system requirements, needs, and goals as well as the final selection of software and delivery systems; researches and assists in planning and implementing standard updates and procedures for the ILS system; assists ITS with the integration of new technologies, methodologies, and determines compatibility with other District systems.
5. Provides onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees to perform general cataloging and stack maintenance assignments.
6. Provides circulation, reference, and directional assistance for students and staff as needed; checks out and in, renews, reserves, requests, and locates materials for students, staff, and the public; assists patrons with District and library policies and procedures.
7. Performs related duties that support the overall objective of the position.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

- Principles, techniques, processes, procedures of libraries, including terminology, instructional technology, customer service, the Dewey Decimal and Library of Congress systems, bibliographic

search methods and techniques, types and uses of materials and reference sources, book processing and conservation, cataloging and classification, and automated library systems.

- Computer modules, databases, and information retrieval and delivery systems.
- Principles, practices, policies, and evaluation of software interoperability and data integrity and security.
- Resource Discovery Access (RDA) formats.
- Online Computer Library Center (OCLC) cataloging database operating principles and software.
- Federal, state, and local laws, codes, and regulations regarding support of students and library protocols, including, but not limited to, the Family Educational Rights and Privacy Act (FERPA) and the Americans with Disabilities Act (ADA).
- Basic mathematical principles.
- English usage, spelling, grammar, punctuation, and vocabulary.

Ability to:

- Perform general technical and operational duties in support of the Learning Resource Center, including, but not limited to, providing circulation services; operating and maintaining equipment, computers, and software; maintaining and organizing supply and materials inventory, assisting patrons with use of LRC materials, equipment, and services.
- Copy, catalog, classify, and withdraw from the system materials according to MARC and RDA rules and District policies.
- Troubleshoot and serve as liaison between library, vendors, and District ITS.
- Adapt to changing technologies and learn functionality of new equipment and systems.
- Plan and organize work to meet schedules and changing deadlines.
- Perform basic record keeping functions.
- Utilize office procedures, methods, and equipment, including computers, technology, and applicable software applications sufficiently to perform the duties of the classification, including those used in libraries and the management of library materials and collections.
- Maintain confidentiality of information.
- Make arithmetic calculations of average difficulty.
- Follow oral and written directions.
- Communicate clearly and concisely, both orally and in writing.
- Provide onboarding support, general work training, guidance, supervision assistance, and directs activities of students or temporary employees.
- Establish and maintain effective working relationships with those contacted in the course of work.
- Work independently and collaboratively.
- Apply District policies and procedures.

EDUCATION AND EXPERIENCE GUIDELINES

Any combination of education and experience that demonstrates the required above knowledge and abilities is qualifying. Examples of ways to obtain the above knowledge and abilities could include, but are not limited to, the following:

Education/Training

- Equivalent to the completion of the twelfth grade or General Educational Development (GED) supplemented by course work in library science, computer science, or related discipline.

Experience

- Two years of increasingly responsible library experience, including cataloging.

License/Certificate - Possession of, or ability to obtain within a reasonable timeframe, each of the following:

- Valid California Driver's License.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Library and office setting; extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to push, pull, lift, and/or carry light amounts of weight; and to operate office equipment requiring repetitive hand movement and fine coordination, including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.

Board Approved: July 15, 2025