


Arizona Christian University

Position Description

Position Title: Library Technician	Date Updated: 3/7/2017
Reports to: Head Librarian	Department: Library
Direct Reports (if any): Student Library Aides	FLSA Status: Nonexempt
Position Summary: The Library Technician assists the Head Librarian in library operations including but not limited to serving library users; helping with basic computer issues; monitoring and training student workers; processing library materials; and performing other library tasks.	
Prerequisite Qualifications: <ul style="list-style-type: none"> A. Customer service skills B. Basic knowledge of and ability to troubleshoot computers, printers, and copy machines C. Excellent written and verbal communication skills D. Careful attention to detail E. Ability to follow written and verbal instructions, policies, and procedures F. Ability to alphabetize and to put things in numerical order G. Ability to perform repetitive and precise manual tasks H. Ability to lift, bend, reach, sit, and stand I. Ability to count change and handle money J. Some college education or experience working in higher education 	
Duties, Tasks, Responsibilities: <ul style="list-style-type: none"> A. Monitoring library usage and maintaining a clean, comfortable environment B. Helping library users find and retrieve information (including offering basic research help) C. Explaining and marketing the library's resources and services to library users D. Troubleshooting basic computer, printer, and copy machine issues E. Checking resources in and out using the library's online catalog F. Assisting the Head Librarian in monitoring and training student workers G. Assisting the Head Librarian in maintaining library user records and holdings records H. Processing, shelving, maintaining, and repairing library materials I. Packaging and mailing interlibrary loans J. Performing other library tasks as assigned 	
Working Conditions: <ul style="list-style-type: none"> A. Working days usually with the Head Librarian, with occasional nights or weekends B. Serving a diverse body of college students, faculty, staff, and community members C. Sitting or standing at a service desk and using computers D. Reaching or bending for objects on shelves E. Lifting objects weighing up to 25 lbs. F. Handling cleaning supplies and removing dust, dirt, and trash G. Performing detailed, close-up work requiring careful observation H. Performing repetitive, somewhat tedious tasks often involving hand and wrist movements 	
Job Description Approved By: 	
Date: 3/9/17	
Copy Provided to Employee:	
Date:	