

LIBRARY SERVICES TECHNICIAN

Nature of Work: Under the general supervision of an administrative or technical superior, provides technical support to enable the delivery of library services to libraries and patrons statewide. The technology used by the employee is frequently the controlling factor for much of the work, however the employee has considerable latitude in choosing the subject matter to be presented and determining program content. Incumbents allocated to these positions are occupied in a variety of technical areas including but not limited to radio broadcasting, videotaping and broadcasting and office automation. The use of this classification is typically limited to positions requiring the exercise of both knowledge of a recognized technology and knowledge of Library Commission programs. The employee may serve as a lead worker for technical and clerical workers. Performs related work as required.

Examples of Work

Recruits and trains program volunteers; speaks on radio and television programs describing Library Commission programs
Maintains inventory records for equipment, tools and supplies.
Examines equipment and determines need for major repairs or replacement.
Assembles documentation and writes justification for grant applications.
Installs hardware such as personal computers, modems, multiplexers terminals, ROM desks and printers; travels to participating libraries to make minor repairs on this equipment; makes back-up tapes of catalog data.
Trains employees of participating libraries in use of software and equipment.
Operates main control room equipment to record live shows for later broadcast.
Inspects, cleans and performs minor repairs on recording equipment and radios.
Operates camera, lighting and audio and other production equipment.

Knowledge, Skills and Abilities

Knowledge of technical area to which assigned.
Knowledge of the rules and regulations, policies and procedures of the Library Commission program to which assigned.
Ability to communicate effectively both orally and in writing.
Ability to apply technical knowledge to assigned Library Commission program.

9397

LIBRARY SERVICES TECHNICIAN (CONT'D)

Knowledge, Skills and Abilities (cont'd)

Ability to communicate effectively both orally and in writing.
Ability to evaluate existing programs and make recommendations to implement, improve and revise programs.
Ability to develop and maintain good working relationships with a wide variety of organizations, agencies and individuals.

Minimum Qualifications

Training: Graduation from an accredited college or university.

Substitution: Full-time or equivalent part-time paid experience directly related to the areas of assignment may substitute for the required training on a year for year basis. Areas of assignment include radio broadcasting and office automation.

OR

Possession of a two year degree in electronics or computer science may substitute for two years of experience.

Established: 10/21/93

Effective: 11/15/93