

**KING COUNTY LIBRARY SYSTEM**  
**Job Description**

Title: **Library Technician III**

Dept: **Various**

Reports to: **Various Supervisors and Managers**

Effective Date: **Revised December 2018**

Job Code Number: **10506**

Grade Number: **10, Represented**

FLSA Status: **Non-exempt**

General Position Summary:

Senior or lead paraprofessional position within a department. Provides technical and clerical support for department and may provide training and assistance to lower classified staff and other newly hired departmental staff.

Essential Duties/Major Responsibilities:

Any of the following duties may be performed. These examples are not necessarily performed by all incumbents, however, and do not include all specific tasks an incumbent may be expected to perform.

1. Search, create and edit or assign system records, verify and download, update or export, into integrated library system (ILS) and online public access catalog (OPAC).
2. Handle integrated library system database clean up and maintenance including running reports and making global changes, as requested.
3. Prepare a variety of monthly, quarterly, and annual department and KCLS system statistics and reports. May provide assistance with accessing and retrieving data in response to newly requested information.
4. Evaluate, based on established criteria, materials for final disposition including decisions on repair or removal and, as needed, change or create new item record.
5. Receive materials, select vendors, create order records, and maintain records and databases.
6. Process invoices for payment, reconcile account statements, and troubleshoot with vendors, as needed.
7. Design, revise, clean up and maintain in-house records management databases.
8. Research and find various documents utilizing a variety of electronic and hardcopy sources.
9. Act as reference resource and contact point for others with questions from the department.
10. Perform various clerical duties such as opening and sorting mail, filing, faxing, answering phones, and photocopying.
11. Maintain inventory supply and place orders, as needed.
12. Maintain flexibility in an environment with many interruptions.

Secondary Duties:

1. Assist in the interview and selection process for lower level classifications.
2. May participate in weeding.
3. Obtain and distribute various forms, publications and other information to customers.
4. May participate in the development or revision of department procedures.

5. Perform other related duties as necessary or assigned.

Core Competencies:

**Customer Focus**

Primarily focused on customer needs, able to deliver high quality, value added services. Constantly strives to find new ways to increase customer satisfaction and understanding, foster equitable services, and forge meaningful connections.

**Valuing Diversity**

Manages relationships with all kinds and classes of people inclusively and equitably; respects, values, and encourages the unique dimension each employee adds to the organization and each member of the community brings to the whole. Seeks opportunities to learn from differences.

**Ethics, Values, and Judgment**

Exercises best judgment, trustworthiness, and professional standards of conduct; consistently demonstrates organizational values, moral principles, and accountability in behavior, character and action. Defends intellectual freedom and patron confidentiality.

**Professional & Technical Knowledge**

Demonstrates proficiency in professional and technical skills/ and or knowledge in position-related areas; purposely keeps up with current developments and trends in areas of expertise, in order to foster personal success and connections for others.

**Communicates Effectively**

Conveys ideas/information in a way that is clear, engaging, and suitable to the audience. Main point of their message is apparent. Listens more than they speak, responds appropriately. Seeks influence.

**Organizing and Planning**

Establishes courses of action for self, can influence others to ensure that work is efficient, appropriately sensitive to real restraints on time and resources. Willing to take a risk.

**Decision Quality**

Makes decisions and solves problems, can deal adeptly with varied levels of complexity, ambiguity, and risk; takes responsibility and accepts ownership for decisions regardless of outcome. Responds promptly and appropriately in crises situations.

**Teamwork/Collaborating**

Works cooperatively and productively with others to achieve goals and deliverables. Is aware of, utilizes and celebrate their own and team member's strengths and differences.

**DESIRED MINIMUM QUALIFICATIONS**

Education and Experience:

A typical way of obtaining the ability to perform the job duties and responsibilities listed above and the knowledge, abilities and skills of the position is through:

- High school diploma or GED equivalent. Some higher education or training in area of assignment may be desirable.
- At least two years of related experience.
- Or, an equivalent combination of training and experience.
- Considerable knowledge of computer software programs and an integrated library system applicable modules, and database management systems such as Access, circulation software or other programs used by the department.

### SPECIAL REQUIREMENTS

May require a valid Washington driver's license.

### PHYSICAL DEMANDS

While performing the duties of this job, the employee is constantly using hands in conjunction with finger use and frequent typing, tasks are switched often but can be occasionally repetitive. Constantly sits and occasionally walks and stands. Will frequently reach up to chest level with hands and arms and up will seldom bend. The employee will frequently lift/carry less than 3 pounds and seldom lift up to maximum 10 pounds and seldom push/pull carts using up to moderate force.

### WORK ENVIRONMENT

Work may be performed in a variety of environments such as office, library or shipping area. Work typically involves extensive close work (eyestrain), PC monitoring, and may require constant or frequent sitting, standing or lifting.

### Advancement Possibilities: (depending on qualifications)

Division Assistant

Lead Library Assistant Library Associate

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between KCLS and the employee, and is subject to change as the needs of KCLS and the requirements of the job change.

Approval: \_\_\_\_\_  
Director of HR