

# MORGAN STATE UNIVERSITY JOB SPECIFICATION



## **Library Technician II**

Class Code: 01596

Pay Range: 08

FLSA Code: N/E (Non-Exempt)

### **JOB SUMMARY**

Under general supervision, performs a variety of detailed, moderately complex technical support duties within one or more functional area of the library requiring skill in and understanding of established library methods, procedures, and the use of specific library tools within the functional area where assigned. Leads and trains personnel.

### **PRIMARY DUTIES**

1. Provides general information on library service and answers questions from library users. Instructs users in the use of library systems and equipment and provides general information on the use of library facilities and services.
2. Searches for cataloging copy for library materials in any format using Romanized characters. Makes adjustments to print and online records in accordance with cataloging policies and rules. Enters data to online information management system.
3. Checks-in and enters new materials into library's automated systems and answers inquiries regarding receipt of materials.
4. Maintains online claim system for non-receipt of materials. Posts, codes and processes invoices for payments and inputs data into automated acquisition system. Identifies and solves problems related to invoices.
5. Searches standard print and online sources to verify bibliographic information and availability. Leads other in creating bibliographic records, acquisitions or interlibrary loan requests ensuring completeness and accuracy.

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6. Assembles and prepares a variety of information and statistical data and supervises the checking and processing of data for reports, special studies and other purposes. Assured completeness of reports and accuracy of computations.
7. Assists in maintaining workflow of functional unit(s), reviews and monitors the work of subordinate personnel, and provides guidance and instructions to staff in unit procedures.
8. Performs specialized clerical procedures for adding material to library collections such as updated shelf list and online serials list, preparing volumes for binding, verifying material against existing cataloging and reporting discrepancies.

**NOTE:** The intent of this list of primary duties is to provide a representative a summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

**MIMUM QUALIFICATIONS**

**EDUCATION:** High School Diploma or GED

**EXPEREINCE:** Three years experience directly related to the primary duties of the positions.

**REQUIRED KNOWLEDGE/SKILLS/ABILITIES:**

General knowledge and understanding of the nature and function of libraries; of library services, standards and procedures; of bibliographic records, publishing and publication formats, and library information storage and retrieval systems. Skill in alphabetic and numeric filing; in using a computer terminal to input and retrieve information; in interpreting and applying library policies and procedures; and in analyzing problems of a moderately complex nature. Ability to communicate effectively; to establish and maintain effective working relationships with library users and staff to provide guidance and instruction to subordinate personnel; to work independently; and to exercise initiative in interpreting and applying rules, procedures, and instructions.

**OTHER:** Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.