



New Mexico State Personnel Office

2600 Cerrillos Road
Santa Fe, New Mexico 87505-0127

Classification Description

LIBRARY TECHNICIANS

Class Title	Class Code	Pay Band	Alt Pay Band*
Library Technicians-B	I4031B	35	40
Library Technicians-O	I4031O	40	45
Library Technicians-A	I4031A	45	50

**In accordance with SPB Rule 1.7.4.10 NMAC, the assignment to alternative pay bands shall be reviewed annually to determine their appropriateness.*

Occupation Description

Assist librarians by helping readers in the use of library catalogs, databases, and indexes to locate books and other materials; and by answering questions that require only brief consultation of standard reference. Compile records; sort and shelve books; remove or repair damaged books; register patrons; check materials in and out of the circulation process. Replace materials in shelving area (stacks) or files. Include bookmobile drivers who operate bookmobiles or light trucks that pull trailers to specific locations on a predetermined schedule and assist with providing services in mobile libraries.

Nature of Work

Library technicians help librarians acquire, prepare, and organize materials and assist users in locating the appropriate resources. These workers usually work under the supervision of a librarian, although they sometimes work independently. Library technicians direct library users to standard references, organize and maintain periodicals, prepare volumes for binding, handle inter-library loan requests, prepare invoices, perform routine cataloguing and coding of library materials and, retrieve information from computer databases. Some of these workers may supervise other support staff. Library technicians may be responsible for administering library programs, working with librarians to acquire new materials, and overseeing lower level staff as well as being assigned more clerical duties, like shelving books, checking in returned material and assisting patrons with basic questions and requests.

Distinguishing Characteristics of Levels

Note: Examples of Work are intended to be cumulative for each progressively higher level of work. The omission of specific statements does not preclude management from assigning other duties which are reasonably within the scope of the duties.

Basic

- Employees in this Role are responsible for helping Librarians acquire, prepare, and organize material, and assist users in finding information.

Recommended Education and Experience for Full Performance

High School diploma or GED and one (1) year of relevant experience.

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Minimum Qualifications

High School diploma or GED and six months of relevant experience.

Operational

- Employees in this Role are responsible for directing library users to standard references, organizing periodicals, preparing volumes for binding, handling inter-library loan requests, performing routine cataloging and coding of library materials, and retrieving information from computer databases.

Recommended Education and Experience for Full Performance*

High School diploma or GED and one and half (1.5) years of relevant experience.

Minimum Qualifications

High School diploma or GED and one (1) year of relevant experience.

Advanced

- Employees in this Role handle more technical and user services such as entering catalogue information into the library's computer; assist in customizing databases; store and verify information.

Recommended Education and Experience for Full Performance

High school diploma or GED and two (2) years of relevant experience.

Minimum Qualifications

High School diploma or GED and one and half (1.5) years of relevant experience.

Knowledge and Skills

*Note: This information has been produced by compiling information and documentation provided by O*NET. O*NET™ is a trademark of the U.S. Department of Labor, Employment and Training Administration.*

Knowledge

Clerical — Knowledge of administrative and clerical procedures and systems such as word processing, managing files and records, stenography and transcription, designing forms, and other office procedures and terminology.

Computers and Electronics — Knowledge of circuit boards, processors, chips, electronic equipment, and computer hardware and software, including applications and programming.

English Language — Knowledge of the structure and content of the English language including the meaning and spelling of words, rules of composition, and grammar.

Customer and Personal Service — Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction.

Skills

Reading Comprehension — Understanding written sentences and paragraphs in work related documents.

Speaking — Talking to others to convey information effectively.

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Active Listening — Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate, and not interrupting at inappropriate times.

Service Orientation — Actively looking for ways to help people.

Critical Thinking — Using logic and reasoning to identify the strengths and weaknesses of alternative solutions, conclusions or approaches to problems.

Social Perceptiveness — Being aware of others' reactions and understanding why they react as they do.

Statutory Requirements: N/A

Conditions of Employment: Working Conditions for individual positions in this classification will vary based on each *agency's utilization, essential functions, and the recruitment needs* at the time a vacancy is posted. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.

Default FLSA Status: Exempt. FLSA status may be determined to be different at the agency level based on the agency's utilization of the position.

Bargaining Unit: This position may be covered by a collective bargaining agreement and all terms/conditions of that agreement apply and must be adhered to.

Established: 07/07/2001 **Revised:** 9/20/2011

**Adapted from the United States Bureau of Labor Statistics and are intended to illustrate the typical education and experience required for this occupation.*

Note: Classification description subject to change. Please refer to the SPO website www.spo.state.nm.us to ensure this represents the most current copy of the description.