City of Rapid City
Job Description

<table>
<thead>
<tr>
<th>Job Title</th>
<th>Library Technician</th>
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<tbody>
<tr>
<td>Job Code:</td>
<td>LCSS</td>
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<td>Job Family:</td>
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<tr>
<td>Pay Grade:</td>
<td>AU01</td>
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<tr>
<td>Date Revised:</td>
<td>12/8/2021</td>
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<tr>
<td>FLSA Status:</td>
<td>Non-Exempt</td>
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</tbody>
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General Summary: This position is responsible for providing technical and materials handling support for the Library.

Essential Duties and Responsibilities:

The intent of this job description is to provide a representative summary of the major duties and responsibilities performed by incumbents of this job. Incumbents may be requested to perform job-related tasks other than those specifically presented in this description.

- Checks materials in and out, and accurately re-shelves materials.
- Prepares and processes incoming materials.
- Withdraws holdings; and maintains records and files.
- Operates standard office and library equipment.
- Assists with orienting pages, volunteers and other staff as assigned.

Qualifications:

Education and/or Experience:

Associates degree or equivalent from two-year college; or five or more years related experience in a public library setting.

Working Conditions:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee is regularly required to use hands to finger, handle, or feel; reach with hands and arms and talk or hear. The employee is frequently required to stand for prolonged periods of time; walk; sit and stoop, bend, kneel, crouch, or crawl. The employee is occasionally required to climb or balance. The employee must
regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. Specific vision abilities required by this job include close vision.