

HOWARD UNIVERSITY
Position Description

POSITION TITLE: Library Technician I
DATE REVISED: December 1, 2014
JOB CODE: 5109
BARGAINING UNIT: N/A

SALARY GRADE:
EEO CODE: 05
FLSA STATUS:

DEPARTMENT:	POSITION NO:
REPORTS TO:	GRANT: <input type="checkbox"/> No <input type="checkbox"/> Yes

BASIC FUNCTION: The purpose of this position is to provide public, technical and clerical services to support Library activities.

SUPERVISORY ACCOUNTABILITY: Involves no responsibility or authority for the direction of others.

NATURE AND SCOPE: Internal contacts may include senior administrators, faculty, students and staff. External contacts may include vendors, consultants and the general public.

PRINCIPAL

ACCOUNTABILITIES: Process routine user requests and provide assistance to users in an ever changing complex academic health sciences center library physical and virtual environment.

Maintain, retrieve, deliver, process and distribute resources.

Accession, prepare, and process materials.

Process and maintain acquisitions documents.

Photocopy materials and maintain appropriate statistics and reports.

Maintain records, including data collection, input, review and modification.

Prepare routine requests and written communications.

Resolve routine department and work unit problems.

Provide routine maintenance and operation of equipment.

Monitor facilities and entrance and exit points; open, close and secure public and non public areas.

Maintain unit work flow based on awareness of how the unit interfaces with other units and departments.

Provide input to improve department procedures and operations.

Lift, move, and assemble library materials, furnishings and equipment.

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Perform other job-related duties as assigned.

CORE COMPETENCIES: Maintain skills needed for competent interaction with automated systems.

Ability to lift and move materials.

Competence in oral and written English.

Knowledge of and ability to assist others with information tools.

Skill in the use of personal computer/software.

Knowledge of standard office/library equipment, including computers, fax machines and peripherals.

Ability to set up and use library equipment, including media.

Aptitude for detail and accuracy.

Ability to problem solve and make decisions.

Ability to effectively communicate.

The ability to work effectively with people from a variety of culturally diverse backgrounds.

**MINIMUM
REQUIREMENTS:**

High School diploma or GED and 2-4 years of general work experience.

AA/AS may be substituted for 4 years of required work experience.

BA/BS may be substituted for up to 4 years work experience.

Note: This position description should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any other instructions, and perform any other related duties, as may be required. The university has the right to revise this position description at any time. This position description is not be construed as a contract for employment.

SIGNATURES REQUIRED:

SIGNED BY: _____
Department Manager/Supervisor

DATE: _____

CERTIFIED BY: _____

DATE: _____

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Department of Compensation and Performance Management