



LIBRARY TECHNICIAN 2 - ELL

A Library Technician II is responsible for delivering information access, community enrichment, and youth and family services to library users so they can effectively access the resources of Gunnison County Library District. A Library Technician II is responsible for executing events, activities, and services within the Program areas of Gunnison County Library District as assigned by their supervisor or the Executive Director. A Bachelor's Degree is strongly preferred.

This position is specifically a part-time (10 hours per week) community enrichment instructor to provide English language classes to adults. Class times are set on Monday and Wednesday evenings from 6:00pm to 7:30pm.

Job Responsibilities by Program

Community Enrichment

The purpose of the community enrichment activity is to provide personal, professional, and educational development services to the people living in Gunnison County and surrounding areas to acquire the skill proficiency to meet their goals.

- Implements educational events and sessions for everyone.
- Proctors exams and GED testing.
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

Community Commons

The purpose of the Community Commons activity is to provide inclusive opportunities, spaces, and invitation services to everyone so they can connect, discover, imagine, and learn, in a neutral, caring, and respectful environment.

- Cleans the library when assigned opening duties, which may include shoveling snow away from the doorway to keep entranceways clear.
- Tends the library house plants.
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

Collections & Information Access

The purpose of the Collections and Information Activity is to provide a curated and cataloged collection of physical and digital resource services to everyone so they can more fully participate in the United State's democratic process by engaging with and exploring culture, society, the economy and the natural world.

- Assists patrons in public access catalog searches, holds, locating library materials, accessing provided technology, making reservations. Communicates about services by telephone, in person, and in writing.
- Assists patrons with using library provided software products and actively refers patrons to other staff members when appropriate.
- Issues library cards and updates patron records as required.
- Maintains patron confidentiality.
- Opens and closes the library for public use following opening and closing procedures.
- Circulates library materials.
- Sorts and shelves library materials.
- Collects and records money transactions according to policies and procedures.
- Processes new material.
- Packages and processes incoming and outgoing holds for courier in accordance with best practices.
- Records statistics as assigned
- Monitor the use of the libraries' physical spaces to ensure patrons are adhering to conduct policies. Enforces Library District policies.
- Carries out collection management methods, procedures, and processes as assigned by supervisor or Director.
- Attends and participates in meetings, training, and in-services.
- Processes and shelves physical materials
- Maintains library displays
- Participates in weeding of collection as assigned and under supervision.
- Cleans physical materials including DVDs and CDs as needed using specialized equipment.
- Other tasks assigned

Youth & Family Engagement

The purpose of the Youth & Family Engagement Activity is to provide literacy, education, social emotional development services to youth and the people who support and encourage them so they can enjoy successfully discovering, engaging, and navigating the world around them.

- Implements activities and events and sessions for everyone under general supervision.
- Records statistics as assigned
- Attends and participates in meetings, training, and in-services.

- Other tasks assigned

Marketing and Outreach

The purpose of the Marketing and Outreach Activity is to provide interactive information and partnerships services to everyone so they can be aware of the opportunities available through Gunnison County Libraries

- Distribute marketing materials
- Aids and assists with marketing & advertising initiatives as needed
- Records statistics as assigned
- Attends and participates in meetings, training, and in-services.
- Other tasks assigned

Wage Range

\$16.31 - 28.30 per hour