



## LIBRARY TECHNICIAN 2

A Library Technician II will be responsible for preparing to deliver and actively implementing robust lessons for Adult English Language Learners as part of a cohesive and enthusiastic group of educators and volunteers. The candidate must feel comfortable teaching ELL curriculum in a multi-levelled classroom as well as be able to provide an encouraging and supportive atmosphere for adults working towards their educational goals. The candidate will also be able to fulfill the Activities for Gunnison County Library District as assigned by their supervisor or the Executive Director. A Bachelor's Degree is strongly preferred. **Primary Job Responsibilities for this Position:**

- Assist students in identifying appropriate and attainable educational goals and monitor, record and report on students' progress toward goals
- Use diagnostic information from students' standardized assessments combined with students' goals and needs to inform instruction
- Work with the program coordinator and other instructors on continuous program improvement
- Perform record-keeping and reporting responsibilities
- Maintain cooperative relationships and open communication with all staff and students

### Wage Range

8-10 hours per week. Classes take place Monday and Wednesday evenings

\$16.31-28.30 per hour

If interested, please send a cover letter and resume to Amanda Brackett, Business & HR Manager at [Amanda@gunnisoncountylibraries.org](mailto:Amanda@gunnisoncountylibraries.org)

Position open until filled.

## **General Job Responsibilities of a Library Technician 2 by Organization Activity**

### **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.
- 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 from 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 American Democracy 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