

BURMAN UNIVERSITY
JOB DESCRIPTION

JOB TITLE	Library Technician
DEPARTMENT	Academic Administration
CATEGORY	<input type="checkbox"/> Hourly <input checked="" type="checkbox"/> Salary
REMUNERATION SCALE	IC2
REPORTS TO	Librarian
LAST REVISED	June 4, 2025

POSITION SUMMARY

To assist in all technical service functions of the library.

ESSENTIAL JOB FUNCTIONS

- Process orders, back orders and claims as directed by Librarian.
- Catalogue (copy and original) library materials in accordance with best practices.
- Receive and accession library materials.
- Label and prepare newly catalogued items for circulation.
- Claim for missing periodical issues.
- Process student worker payroll.
- Manage NEOS interlibrary loan service.
- Process interlibrary loan requests from non-NEOS libraries.
- Ensure Burman's representation on the NEOS committees as required.
- Facilitate access to and usage of the makerspace and associated equipment.
- Assists with the makerspace projects and programming as required.
- Process invoices for payment.
- Justify monthly financial statements.
- Collect or charge student accounts for unpaid fines and lost books.
- Keep records and compile Annual Statistical Report.
- Open and process incoming mail.
- Repair damaged materials.
- Withdraw and appropriately dispose of weeded materials.
- Order and inventory supplies.
- Maintain the technical services manual.
- Provide assistance at the circulation/reference desk as required.
- Assist with special projects.
- Perform other related tasks as assigned by the Librarian.

JOB STANDARDS AND REQUIREMENTS

EDUCATION/TRAINING

- Diploma in Library & Information Technology or Science or equivalent

SKILLS

- Strong communication skills with ability to communicate effectively both verbally and in writing
- Excellent organizational skills
- Able to prioritize tasks and implement projects
- Planning and implementation skills for library systems/technical services
- Familiarity with current and emerging technology applications in the library

PERSONAL

- Active member of the Seventh-day Adventist Church
- Dedicated to provide excellence in Seventh-day Adventist education through support of the vision and mission of Burman University