

# Workforce Role Description

Corporation of the President (COP)  
Corporation of the Presiding Bishop (CPB)

## General Workforce Requirements:

- Temple worthiness
- Regular attendance in a timely manner at the assigned location.

Please Note: The specific statements shown in each section of this Workforce Role Description are not intended to be all-inclusive. They represent typical elements and criteria considered necessary to successfully perform the job.

Job Title	Job Code	Grade Level	Approval Date
Library Technician			

## Purposes

The incumbent is a member of the Senior Leadership Team and is assigned to a floor. The Senior Leadership Team meets weekly with the unit supervisor.

## Responsibilities

In the absence of the unit supervisor, provides leadership to the unit, usually at night, on holidays, or on Saturday. The incumbent ensures that patron service windows are staffed, that staff are busy, and works closely with any patron concerns.

## Qualifications

A minimum of 5 years of education, training, and experience as follows:

3 years of college or equivalent experience in a related field, e.g., business, customer service, history, communication, libraries, etc.

Excellent understanding and seasoned knowledge of the organization of the collection and of the various library functions as demonstrated by at least 2 years of seasoned experience in providing assistance and/or library technical support to customers, patrons, and others.