

PROPOSED

LEAD LIBRARY TECHNICIAN/CIRCULATION Ref. Job #06-17

Full-time, 12 Month, Classified Position
Range 32, \$3131 - \$3937/Month (in 6 steps)

POSITION Under direction, to perform a variety of para-professional library duties including library automation and technical processing; and public services at library circulation desk; to provide a variety of administrative support to supervisory and management staff and participate in overseeing the overall operation of the Learning Resources Center; and to provide general information and assistance to library patrons. May be required to work evenings and weekends and at off-campus locations.

SUPERVISION EXERCISED Exercises functional and technical supervision over lower level technical and clerical library staff.

EXAMPLES OF DUTIES AND RESPONSIBILITIES

When assigned to any function:

Recommend goals and objectives; assist in the development of policies and procedures for assigned functions. Assist library patrons; demonstrate the use of on-line library catalogs and other library materials; research routine reference questions; refer library patrons to other staff as appropriate. Interpret and explain District and Learning Resources Center programs, policies and procedures to staff, students, and the public. Participate in the compilation of daily, monthly and yearly library activity reports and statistics relating to assigned functions. Supervise students and employees in carrying out the overall technical functions of the library. Participate in the work of all Learning Resources Center areas and functions as necessary.

When assigned to Public Services:

Assist in the supervision and operation of the LRC's Public Services units, including the Library Circulation Desk, the Student Technology Center, and Tutorial Services. Assist in adjusting staff work schedules to provide support in these areas; train student employees in work methods, techniques, and the use of equipment; verify work of assigned employees for accuracy, proper work methods, techniques, and compliance with applicable standards and specifications; check out and check in library materials; register new library patrons; assume responsibility for faculty reserve items; oversee the processing of overdue materials; serve as LRC receptionist.

When assigned to Technical Processing Center:

Process library acquisitions; search and catalog books utilizing on-line bibliographic utility; maintain library database; review for abnormalities or errors; oversee or perform physical processing of materials. Assist in the supervision and operation of the Library's technical processing center; operate systems modules and associated peripheral equipment necessary to support an automated library; assist library staff and patrons in using the Library's automation system. Interpret and monitor system modules for cataloging acquisitions, circulation and periodical work stations; instruct and assist library staff in utilizing system. Assist and instruct staff and patrons with online/CD-ROM indexes and other computer related equipment. Prepare computer reports; purge system files as required; assist other staff with the preparation and distribution of computer reports. Monitor and order technical services supplies. Contact and coordinate with vendors for necessary support services.

When assigned to Acquisitions:

Review faculty and librarian's requests for printed materials; verify utilizing bibliographic sources; process acquisitions of materials utilizing automated system. Compare price, service and discounts in the selection of vendor; prepare purchase orders and invoices. Receive and process all materials received by the Learning Resources Center; audit invoices for goods and services received; approve invoices for payment. Participate in monitoring Learning Resources Center budget accounts for instructional supplies, books, equipment, conference/travel, memberships, and related items. Organize, maintain and index a variety of reference materials including government documents, maps and pamphlets; order maps, pamphlets, and other documents; maintain file of all subscriptions.

When assigned to Administrative Support:

Provide administrative assistance to the Dean, Learning Resources and Instructional Technology; participate in overseeing the operations and activities of the Learning Resources Center. Process adjunct librarian hiring; maintain pool of substitute librarians; process contracts and schedules for librarians/adjunct faculty; process timesheets for adjunct faculty and student assistants. Provide general secretarial and clerical assistance; type and proofread a wide variety of reports, letters and memoranda; type from shorthand notes, rough draft or verbal instructions; compose correspondence related to responsibilities assigned. Perform general secretarial and clerical work; file, schedule appointments, process personnel, payroll and purchasing information; maintain a variety of administrative files; order and maintain office supplies. Assist in compiling and assembling data for projects and reports relevant to the Learning Resources Center. Input, retrieve and maintain data and text on computer terminal.

OTHER JOB RELATED DUTIES Perform related duties and responsibilities as required.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of: Practices and techniques of library material classification, cataloging and basic reference; principles used in bibliographic searches; computerized cataloging, bibliographical and circulation system data bases and procedures for entry of information materials; principles of supervision and training; principles and standards of basic library material selection; library and media terminology; materials and services available in academic libraries; modern office procedures, methods and equipment including microcomputers; principles and procedures of record keeping; English usage, spelling, grammar and punctuation; basic mathematical and statistical principles.

Skills to: Operate a variety of modern library equipment including microcomputers; operate computerized cataloging, bibliographical and circulation system data bases; type at a speed necessary for successful job performance.

Ability to: Perform technical and paraprofessional library tasks including basic reference services, technical processing, and acquisition; make sound decisions regarding library classifications, acquisition, and processing operations; read, interpret, and apply technical library materials;

assist library patrons in response to basic and routine reference and related library questions; learn and correctly interpret and apply the policies and procedures of the function to which assigned; perform responsible and general clerical and secretarial support work; compile and maintain computerized records; supervise and train assigned staff; oversee the work of assigned staff; communicate clearly and concisely, both orally and in writing; establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work. Be sensitive to, and have an understanding of, the diverse academic, socioeconomic, cultural, and ethnic backgrounds of community college personnel and students.

EXPERIENCE AND EDUCATION GUIDELINES

Any combination of experience and education that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Education: An Associate of Arts degree or equivalent with major coursework in library science or a related field.

Experience: Two years of technical and clerical library experience.

Special Requirements: *Essential duties require the following physical abilities and work environment:* Ability to sit, stand, walk, kneel, stoop, reach, twist, and lift 25 lbs.

SALARY Maximum initial monthly salary placement will be placed on Step 1 (\$2,776), Step 2 (\$2,918), or Step 3 (\$3,066) depending on education and experience. You will receive 5% step increases annually until you reach Step 6.