



Learning Resources Specialist

(New Position Description: Full-Time, 12-Month Classified - Range 41)

POSITION:

Under direction performs a variety of para-professional library duties including the areas of library automation and technical processing; and administrative and office support activities for the Dean of Learning Resources Center and Academic Technology (LRC & AT). This position also assists in overseeing the overall operation of the Learning Resources Centers at both the Fremont and Newark campuses; and to provide general information and assistance to library patrons. This position may require some evening and weekend work.

SUPERVISION EXERCISED:

Exercises functional and technical direction of other clerical library staff, as appropriate, and students.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

- 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.
- Direct 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.
- Assist in the supervision and operation of the Library's technical processing center; operate central technical and associated peripheral equipment necessary to support an automated library data center; assist library staff and patrons in using the Library's automation system.
- Interpret and monitor system modules for acquisitions, circulation and periodical work stations; instruct and assist library staff in utilizing system.
- Assist and instruct staff and patrons with DVD 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.
- Process library acquisitions; search and catalog books utilizing on-line bibliographic utility; review for abnormalities or errors.
- Monitor and order technical services supplies.
- Contact and coordinate with vendors for necessary support services.
- 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.
- Preparation of purchase orders; 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.
- 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; file, schedule appointments, process personnel, timesheets and purchasing information; maintain a variety of administrative files; order and maintain office supplies; type and proofread a wide variety of reports, letters and memoranda; rough draft or verbal instructions; compose correspondence related to responsibilities assigned.
- 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 database
- Answer questions and provides information to staff and faculty regarding policies and procedures; Interpret and explain rules and regulations, answer questions and resolve problems or complaints.
- Maintain room calendar for Librarian Internet Classes, and meetings as needed in the ITC, Fremont and Newark Campuses; prepare sign -in sheet for meetings/gather notes
- Maintain and insure confidentiality of handling business and documents pertaining to library services.
- Coordinate travel plans, maintain trip file and prepare expense reports
- Update dept budget/acquisition files with direction from the Dean
- Update mail/phone directories
- Take part in any administrative meetings and assist with administrative follow-through
- Take initiative on requests and inquiries of administrative nature

OTHER JOB RELATED DUTIES

- Perform related duties and responsibilities as required related to this classification .

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 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.

Skill 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. Computer knowledge and job related software.

Ability to: Perform technical and paraprofessional library tasks including basic reference services, technical processing, and acquisition; Make decisions regarding established 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; Direct, oversee and instruct 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.

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:

Experience: Two years of technical and clerical library experience.

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

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.

Tentative Approval: 2/7/08

Union Approved:

Board Approved: