

**College of the Siskiyous
Job Description**

Job Title: Library Technical Assistant

FLSA: Non- Exempt

Group: Classified

Salary Class: H

Salary Schedule: Classified

Job Summary

Under the general direction of the Library Director perform a variety of complex and technical duties associated with library work.

Class Characteristics

Perform general duties associated with the management of the Library, monitoring of staff and students, and detailed record keeping related to the operation of the library; assess; acquire, learn, and apply specialized software to computerized library operations; assist instructors and students in procedure and use of the library. Receive limited supervision within a broad framework of standard policies and procedures.

Essential Duties and Responsibilities include the following

Assist instructors and students in the use of library facilities and resources; instruct them in the use of the catalogue, indexes and technical equipment; refer to librarian as appropriate, and/or when one is available.

Provide quality reference and instructional service to support the curriculum; utilize diverse information resources inside and outside the library.

Oversee the operation of a service desk or unit; maintain and compile circulation records, statistics and reports; collect and process fines and copy machine money for business office.

Train, schedule, and supervise work-study and other paid student employees; supervise work-experience student, community service workers and independent living students.

Operate a computer and other technological equipment; use OCLC to obtain information and maintain control of library collections; input data; maintain currency with OCLC cataloging software; update OCLC cataloging documentation as needed.

Integrate ongoing changes in MARC format of cataloged items; barcode and input barcode information for cataloged materials.

Administer procedures governing the handling of cash, fines, billing, and placing and clearing of holds on campus registration system.

Respond to technical inquiries during the day-to-day operation of the library; trouble shoot library computer workstations; process incoming newspapers, books, magazines, audio visual material and periodicals and prepare them for shelving.

Maintain the accuracy of the public catalogue and all related records; maintain shelf list; verify and establish new subject headings using Library of Congress Subject Headings, as directed.

Develop occasional displays, exhibits, bibliographies and similar services as needed; provide group presentations and individual instruction on library collections, services, and research strategies.

Provide one-on-one assistance to students, faculty, staff, and the public using on-line technology and library materials.

Use a variety of library tools to attain bibliographical information; verify elements of the record; check authority files; use computer programs to create forms, send letters and record information.

Assist in ordering, receiving, classification, cataloguing and circulation of media materials; train students in the procedures and use of audio visual equipment.

Develop budget estimates for reference book and periodical subscriptions, student assistant expenditure, maintenance contracts, database services and OCLC services.

Monitor income accounts for midyear budget update; recommend fund transfer as needed; provide library director with appropriate reports.

Organize, control and manage accounts payable and accounts receivable; send invoices for payment; maintain accurate and ledgers for fund management and annual audit; prepare and make deposits; post income received, interlibrary loan reimbursements, and photocopier and microfiche printer receipts.

Oversee interlibrary loan process including lending and returning of materials and records; use security strips to protect library materials.

Maintain inventory of supplies, order supplies and communicate with vendors about book orders and deliveries; advise regarding equipment replacement and adequacy of budget.

Maintain non-student list of borrowers; develop list of current semester adjunct faculty including address and telephone numbers. Generate administrative holds on 7040 accounts twice a year for students who retain overdue status; initiate a hold list four times a year.

Assist with acquisitions by checking bibliographies, publisher's catalogues, and other check points against holdings; compile and record circulation records.

Provide for maintenance and repair of library, office and public equipment (microfiche, VCRs, typewriters, computers high-speed duplicator, cassette recorders, filmstrip projector, microfilm reader-printer, photocopier). Maintain services including keeping area physically clean and organized.

Provide timely information, research, information competency, information literacy and resource materials for academic assignments or personal growth.

Perform other related duties.

Employment Standards

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and skill requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Training and Experience: Any combination of experience and training equivalent to the completion of approximately three years of college level course work in library science or a related field, and three years of experience related to or in a library environment. Possess library technology certificate or equivalent training and experience.

Knowledge: Knowledge of basic library science principles, materials and procedures; modern office methods and practices; principles and methods of ordering books, supplies and equipment; library filing and indexing; public speaking and interpersonal relations; circulation and reference sources; Dewey Decimal or Library of Congress classification system; computer and computer systems.

Ability: Ability to perform general library duties including library operations, use of on-line catalogue system; technical reference work; use good judgment in recognizing the scope of authority as delegated; analyze situations and make decisions on procedural matters without immediate supervision; use appropriate and correct English, spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; operate technological equipment; type accurately; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties.

Physical Effort/Work Environment: Moderate physical effort which may include frequent standing, walking, lifting and occasional climbing, crawling or stooping; use of medium weight tools and materials. Indoor work environment.

Licenses and Certificates: When driving a district vehicle, a valid California driver's license and evidence of appropriate automobile insurance based on DMV regulations may be requested.

4/98