



**SHASTA-TEHAMA-TRINITY JOINT COMMUNITY COLLEGE DISTRICT
POSITION DESCRIPTION**

POSITION TITLE:	Library Information Technician	
JOB CLASSIFICATION:	<input type="checkbox"/> Administrator - Educational	<input type="checkbox"/> Confidential
	<input type="checkbox"/> Administrator - Classified	<input checked="" type="checkbox"/> Classified
	<input type="checkbox"/> Faculty	
RANGE:	26	
HOURS PER DAY:	Up to 8	
HOURS PER WEEK:	Up to 40	
MONTHS PER YEAR:	Up to 12	
REPORTS TO:	Dean of Library Services and Educational Technology or designee	

DESCRIPTION OF BASIC FUNCTIONS AND RESPONSIBILITIES

To provide highly responsible library instructional and research support functions involved in the organization, direction and coordination of activities related to the Library. Employees in this classification receive limited supervision within a broad framework of policies and procedures and exercise a high degree of independence and initiative. This job class is responsible for providing administrative and technical assistance in support of Library operations. This job class requires specialized knowledge of library automation procedures combining traditional operations and the emerging technologies.

TYPICAL DUTIES

TYPICAL DUTIES PERFORMED BY ALL MEMBERS OF THIS CLASS

- Demonstrates an expertise with advanced computer skills, electronic information resources, bibliographic utilities, search systems and their supporting technology (hardware and software), the Internet, and integrated library systems, while understanding their relationship with traditional resources.
- Possesses a working knowledge of various aspects of Library operations including, but not limited to, circulation, technical processing, end user information services, interlibrary loan, collection development, periodicals, inventory control, web page development, and multimedia services.
- Trains, instructs and directs students, staff, and community in the proper use and operation of library computer workstations using electronic information resources, library computers, library catalog, microform and photocopy equipment, and traditional reference resources.

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- Conducts individual and group Library orientation tours, both real and virtual.
- Recruits, trains, supervises and evaluates the work of student assistants.
- Engages in ongoing retraining designed to upgrade skills and knowledge as a result of frequent system upgrades and the acquisition of new electronic information resources.
- Establishes and maintains complete and accurate records of Library activities, including, but not limited to, manual and electronic reports, statistics, purchase requisitions, and related communications; prepares various reports and communications as required.
- Assumes proactive leadership role during scheduled and assigned desk duty.
- Collaborates in the preparation of the Library budget.
- Participates in the development, communication, and enforcement of Library policies and procedures.
- Performs other related duties as assigned.

RELATED DUTIES PERFORMED BY SELECTED MEMBERS AS ASSIGNED:

- Circulation: checks library materials of all formats in/out; issues, validates library cards; collects monies for overdue/lost materials; inspects incoming materials for damage, need for mending, etc.; provides notification/follow up on overdue materials.
- Technical processing: enters cataloging data into automated library catalog; processes all materials for entry into/withdrawal from the collection; conducts automated collection inventory; searches bibliographic utilities.
- Interlibrary loan: searches bibliographic utilities; fills users requests for materials; monitors copyright compliance; maintains communications with external agencies.
- Collection development: enters order records into the automated library catalog; processes purchase requisitions; receives/verifies incoming orders; communicates with vendors.
- Periodicals: monitors periodicals subscription orders; receives/verifies incoming issues; enters individual issue data into the automated library catalog; communicates with vendors concerning missed issues, duplicate copies, bindery transactions, etc.
- Reserves: receives requests from instructors for reserve materials; enters cataloging data into automated library catalog; processes materials for placement in/removal from reserve collection.

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EMPLOYMENT STANDARDS*Knowledge of:*

- Basic purpose, terminology, organization, and operation of an automated library, which uses both traditional and electronic resources.
- Automated library database and electronic resources research methodology.
- Principles, methods, and procedures of instructing and providing learning opportunities to students across the curriculum.
- Electronic office methods, procedures, and productivity software.
- Proper English grammar, usage, and spelling.

Ability to:

- Perform a variety of instructional assistance techniques and support functions in library research.
- Enter, retrieve, and manipulate data using computer databases.
- Stay abreast of technological changes and trends in the industry.
- Initiate and manage rapid change in a complex organizational setting within the context of the college's strategic plan.
- Train, direct and supervise the work of student assistants.
- Quickly identify problem situations, isolate and analyze causes, and take appropriate action to resolve the problems identified.
- Work both independently and as a team member, exercising sound judgment and initiative.
- Maintain good relations with the public and other library staff; communicate effectively, courteously, and tactfully in both written and oral forms; and deal with patron complaints and problems patiently and decisively.
- Prioritize, delegate, and handle multiple projects at one time.
- Accurately perform mathematical calculations.
- Accurately use a keyboard at a rate sufficient for successful job performance.

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QUALIFICATIONS

Education/Experience Required:

- Associate Degree or equivalent combination of training, education and experience and two years library experience or comparable training and experience required.

APPROVALS

Date Created/Revised: 3-2000/3-16-2016

Cabinet Reviewed: 3-21-2016

Board Approved: 4-13-2016

The District shall provide equal employment opportunities to all applicants and employees regardless of race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, genetic information, marital status, sex, gender, gender identity, gender expression, age, sexual orientation, or status as a Vietnam-era veteran. (AP 3410 – Nondiscrimination)