

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library/IMC Operations Coordinator

BASIC FUNCTION: Under the supervision of the area Manager, performs tasks related to Library & IMC. Coordinates and schedules the day-to-day operations of the Library and Instructional Media Center. Continuously develops procedures in order to integrate the IMC with the Library.

PROVIDES WORK OR LEAD DIRECTION TO: Short-Term employee(s) and/or Work Study student(s).

REPRESENTATIVE DUTIES:

1. Plans, schedules and monitors hours for student and hourly assistants. Prepares and processes students' and hourly assistants' timesheets.
2. Assists with recruiting students and hourly assistants for the library and IMC.
3. Assists in the instruction of students and hourly assistants as it relates to their function in Library and IMC.
4. Assists and prepares internal budget for the library.
5. Assists in preparation and implementation of the Instructional Media Centers' budgets.
6. Assists in scheduling student assistant coverage in the library and IMC.
7. Monitors and updates internal expenditures according to budget.
8. Prepares and submits supply orders for the library and IMC; maintains annual inventory as required.
9. Facilitates the workflow in the Processing for the library and IMC.
10. Assists with retrospective conversion of IMC materials.
11. Receives monographic titles to copy cataloging in English and Spanish language, covering all subject areas.
12. Maintains constant awareness of allocation of stack space for library and IMC materials, and assists to develop and implement plans for reallocations of space when necessary to accommodate changes in the collection.
13. Provides input regarding classified staff performance.
14. Participates in District-provided in-service training programs.
15. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
16. Performs other duties, related to the position, as assigned.

EDUCATION: An associate degree from an accredited institution is required.

EXPERIENCE: Five years directly related experience in an academic library/media technical services department, which includes three years experience in the maintenance of office supplies, including ordering and acquisition of supplies and equipment is required. Overall experience working with various departmental budget codes, and extensive experience with Microsoft Office 98, 2000, and 2003 including Excel.

LICENSES/CERTIFICATIONS: None.

09-01-09

Minor revisions 4/10

KNOWLEDGE OF: Library and media technical services practices, procedures, and departmental budgeting.

ABILITY TO: Hire and train student workers.

OTHER: Candidate must demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students, staff and the community.

CONTACTS: Co-workers, other departmental staff, faculty, students, and the general public.

WORKING CONDITIONS: Normal library/office environment.

The Riverside Community College District is an equal opportunity employer and recognizes the need to provide reasonable accommodations to employees with disabilities. For more information, contact (951)222-8039.