

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library Operations Assistant

BASIC FUNCTION: Under the supervision of the area Assistant Dean/Administrative Manager, performs clerical, and other duties in the library to ensure efficient operations in day to day delivery of service to patrons. Provides informational data and support to the department.

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

REPRESENTATIVE DUTIES:

1. Checks in/out library materials, computers, and videos; issues library cards.
2. Provides assistance with location of library books/materials, questions and assists students in use of facilities and resources and searches shelves for specific library materials.
3. Resolves library patron's inquiries in accordance with digital library/learning resource center procedures.
4. Monitors space allocation to assure shelving is used efficiently for the library's collection of books, periodicals, reserves and other materials.
5. Provides a variety of statistics and reports to the area manager related to library operations.
6. Assesses and solves minor problems related to use of photocopiers, printers and PC's and refers to IT as necessary.
7. Receives and process print periodicals for the library and creates online records.
8. Oversees library subscription process including renewals, updating information in library records, assuring that subscriptions are received and shelved.
9. Collects money for replacement books, overdue fines and other fees as collected by the library.
10. Clears library registration holds to enable patrons to receive their transcripts, diplomas or to register for classes.
11. Locates and checks bibliographic data for patrons.
12. Verifies and inputs data in on-line files.
13. Answers telephone queries from students, patrons, and co-workers.
14. Assists in taking inventory of library materials.
15. Prepares books for re-shelving and prepares books and periodical for the bindery.
16. Identifies missing issues and claims serials.
17. Maintains accounting records, cash, and deposits.
18. Responsible for organizing and maintaining accounting records and statistics for payments, refunds and over dues of library materials, including the generation of overdue notices.
19. Responsible for inter-campus and inter-library loan procedures.
20. Provides work direction for student workers; assists in training and monitoring the work assignments of short-term employees and work study students and assures that their work is accurate.
21. Assists network/computing library services with diagnostics.
22. Maintains library supplies including placing and processing orders with vendors.
23. Assists with library orientation materials and packets.
24. Assists with processing of reserves, including inputting new and deleting old.

25. Attends campus related community meetings.
26. Participates in District-provided in-service training programs.
27. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
28. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent or a Library Clerk or Library Technical Assistant Certificate is required. Associate's degree from an accredited institution with a Library Clerk/Library Technical Assistant certificate preferred.

EXPERIENCE: Two years of closely related increasingly responsible library experience, including experience with an automated library system, are required. Experience in compilation of Library data is desired.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Technology used in Library; Basic library operations; circulation desk procedures; periodical maintenance requirements; contemporary library systems, including circulation, serials and reserve modules; Library computer and software systems; principles of effective customer service.

ABILITY TO: Work effectively with students and the general public; learn library system programs and operations; maintain library photocopy and printers in efficient operation and to troubleshoot operational problems as necessary; to compile statistics and reports; to learn Microsoft word and Excel programs; establish effective working relationships with vendors; establish effective customer service with all library patrons and college staff; use Datatel, Millennium and other programs utilized by the library to maintain programs and serve students.

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, patrons, and vendors.

WORKING CONDITIONS: Normal library 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.