

DATE: APRIL 2024

FLSA: NON-EXEMPT

SALARY: GRADE K

CBA DESIGNATION: CLASSIFIED BARGAINING UNIT

LIBRARY SPECIALIST

BASIC FUNCTION

Oversees the daily operations of circulation and/or technical services. Areas of responsibility include scheduling staff and student tasks, processing student payroll, and assisting with staff and student training. Serves as the initial contact person for patron conflicts within the circulation area; performs a variety of advanced technical tasks for library services; and provides direct service and assistance to staff and students.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from assigned area supervisor. Exercises technical and functional direction over and provides training to staff and/or student workers.

CLASS CHARACTERISTICS

This classification in the Library series is responsible for performing the most complex work assigned to the series. Incumbents regularly work on tasks which are varied and complex, requiring considerable discretion and independent judgment. Employees in the classification rely on experience and judgment to perform assigned duties, including lead direction of staff and day-to-day operations of the library circulation area. Work is typically reviewed upon completion for soundness, appropriateness, and conformity to policy and requirements.

EXAMPLES OF TYPICAL JOB FUNCTIONS

1. Oversees the daily operation of the circulation area; documents, implements and updates circulation procedures; creates procedures and functional training for students and staff within the library; leads day-to-day operations of the circulation area; and resolves library patron issues.
2. Assists with the preparation of the library internal budget and monitors expenditures; prepares and submits supply orders and maintains annual inventory.
3. Maintains financial recordkeeping for microfilm, copy and fax machines, overdue materials fines, lost library materials, and other fees; maintains files and records related to these transactions; clears library registration holds to enable patrons to receive their transcripts, diplomas, or to register for classes.
4. Books library rooms for library orientations; maintains room schedules; resolves booking conflicts and communicates resolutions and confirmations to requesting faculty members.
5. Assists with bibliographical searches; coordinates interlibrary loan requests, tracks books sent and communicates with staff/faculty requestors and the responding libraries for requested items; maintains patron data files within the library circulation computer; maintains files and records of the library use statistics including book circulation, internal library material usage, and patron count.
6. Assists with the retrospective conversion of materials and receives monographic titles copy cataloging.
7. Maintains awareness of stack space allocation for library materials; assists with the development and implementation of plans for reallocations of space to accommodate changes in the collections.
8. Creates and distributes library brochures and other forms of advertisements in order to provide awareness of library services to the college, students, and the community.
9. Assists with installation and maintenance of software and hardware within the library.
10. Participates in District-provided in-service training programs.

11. Performs other related duties as assigned; specific duties not listed does not exclude them for this classification if the work is similar or related.

QUALIFICATIONS

Knowledge of:

1. Principles of providing functional direction and training.
2. Principles and techniques for working with groups and fostering effective team interaction to ensure teamwork is conducted smoothly.
3. Standard library practices and procedures including circulation operations.
4. Books and periodical maintenance requirements.
5. Operational characteristics of library computer and software systems.
6. Terminology related to library classification and cataloging and understanding of library cataloging systems, including both Online Computer Library Center and Library of Congress classification System.
7. Alphabetic and numeric systems for classifying and organizing library materials.
8. Principles and practices of copy cataloging.
9. General purchasing policies and procedures.
10. Record keeping principles and procedures.
11. Principles and practices of data collection and report preparation.
12. Arithmetic principles and cash handling.

Ability to:

1. Plan, organize, and coordinate the work of assigned staff.
2. Effectively provide staff leadership and work direction.
3. Assess library patron needs and provide accurate information.
4. Utilize public library information resources, information access, technology, and services.
5. Maintain library photocopiers and printers and troubleshoot operational problems.
6. Compile statistics and reports.
7. Perform administrative tasks in support of library operations.
8. Understand, interpret, and apply all pertinent laws, codes, regulations, policies and procedures, and standards relevant to work performed.
9. Independently organize work, set priorities, meet critical deadlines, and follow-up on assignments.
10. Exercise independent judgment within general policy, and procedural guidelines.
11. Effectively use computer systems, software applications relevant to work performed, and business equipment to perform a variety of work tasks.
12. Communicate effectively in the course of performing work tasks.
13. Establish, maintain, and foster effective working relationships with those contacted in the course of work.
14. Demonstrate clear evidence of sensitivity and understanding of the diverse academic, socio-economic, disability, and ethnic backgrounds of students, staff, and the community.
15. Provide efficient, high-level customer service to the public, vendors, contractors, and District personnel.

Education and Experience:

Completion of the twelfth (12th) grade and three (3) years of increasingly responsible library circulation program experience, one (1) year of which should be in a lead capacity; or an equivalent combination of education, training, and/or experience.

Licenses and Certifications:

None

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works in an office and standing in and walking between work areas is occasionally required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment.

Employees in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects up to 20 pounds.

The essential functions of this classification must be performed by the incumbents with or without reasonable accommodations.

ENVIRONMENTAL CONDITIONS

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset individuals in interpreting and enforcing departmental policies and procedures.