

**RIVERSIDE COMMUNITY COLLEGE DISTRICT
CLASSIFIED POSITION DESCRIPTION**

JOB TITLE: Library Technical Assistant I

BASIC FUNCTION: Under the supervision of the area Assistant Dean, performs a variety of library-related work, the performance of which requires the application of library procedures and governing policies.

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

REPRESENTATIVE DUTIES:

1. Assists with daily shelf maintenance of the book collection and inventory.
2. Checks books in and out; processes library records and materials.
3. Provides assistance to library patrons, answering queries regarding resources and facilities while maintaining a friendly, supportive atmosphere for staff, faculty, students and the general public.
4. Coordinates work schedules for student assistants, assigns work, demonstrates library-related activities for student assistants, and monitors their work activities.
5. Clears library holds; collects monies for overdue fines; maintains records of cash register transactions; and counts money and send money bags to Riverside Campus.
6. Compiles weekly statistics and prepares report for Riverside Campus.
7. Inputs variety of data to computer.
8. Maintains variety of files and records; processes periodicals.
9. Picks up and delivers inter campus mail.
10. Participates in District-provided in-service training programs.
11. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
12. Performs other duties, related to the position, as assigned.

EDUCATION: Graduation from high school or GED equivalent is required. An associate of arts degree from an accredited institution with a Library Clerk/Library Technical Assistant certificate is preferred.

EXPERIENCE: Two years of closely related increasingly responsible library experience, including experience with an automated library system, are required.

LICENSES/CERTIFICATIONS: None.

KNOWLEDGE OF: Library automation system in relation to all circulation functions.

ABILITY TO: None.

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, vendors, contractors, and the general public.

09-01-09

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.