

**RIVERSIDE COMMUNITY COLLEGE DISTRICT  
CLASSIFIED POSITION DESCRIPTION**

**JOB TITLE:** Library Technical Assistant II

**BASIC FUNCTION:** Under the supervision of the area Manager, performs a wide variety of moderately complex duties which require specific knowledge of library procedures and systems.

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

**REPRESENTATIVE DUTIES:**

1. Responsible for the daily operation of the circulation area and assists with the training of staff as it relates to their function within the library.
2. Assigns the workloads of staff for the day-to-day operation of the circulation department, including, but not limited to, such processes as check-in and check-out, overdues, reserves, shelving and stack maintenance, and periodicals.
3. Maintains financial recordkeeping for the microfilm, copy and fax machines, overdue material fines, lost library materials, Community Borrower fees, and other fees as collected by the library.
4. Assigns and directs the workloads of students, i.e., scheduling, desk duty, shelving, shelf reading, payroll and miscellaneous clerical duties.
5. Maintains files and records related to the payment of fines, over dues, and lost library materials.
6. Assists with bibliographical searching at various levels of difficulty.
7. Responsible for placing interlibrary loan requests, tracking books sent, and communicating with staff/faculty requestors and the responding libraries for those items.
8. Maintains patron data files within the library circulation computer system; downloading, updating, and deleting.
9. Maintains files and records of the library use statistics; book circulation, internal library materials usage, patron count, etc.
10. Initial contact person for patron conflict as related to the Circulation area of the library, assists with resolving conflict with library patrons.
11. Interprets policy and procedure as dictated by library administration and develops functional training for staff within the circulation area, as it relates to their function within the library.
12. Participates in District-provided in-service training programs.
13. Maintains a friendly, supportive atmosphere for students, staff, faculty, and the public.
14. Performs other duties, related to the position, as assigned.

**EDUCATION:** Graduation from high school or GED equivalent is required. An associate degree from an accredited institution is preferred.

**EXPERIENCE:** Three years of directly related increasingly responsible library experience, including one year of successful experience in coordinating the work of other library staff, are required. Experience in college library and with an automated library system is desired.

**LICENSES/CERTIFICATIONS:** None.

**ABILITY TO:** Train staff as it relates to their function within the library; understand and carry out oral and written instructions; communicate effectively with faculty, administrators, staff, and students. Learn college library systems and procedures.

**KNOWLEDGE OF:** Commonly used word processing and electronic spreadsheet software. Basic library circulation operations and automated library systems.

**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 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.