CLASS SPECIFICATIONS

PALOMAR COMMUNITY COLLEGE DISTRICT

LIBRARY MEDIA TECHNICIAN III

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job.

DEFINITION

To perform a wide variety of technical and public service library work including acquiring, cataloging and circulating either periodicals, audio and visual media, books or other library materials; to provide general information and assistance to library patrons; and to perform a variety of duties relative to assigned area of responsibility.

DISTINGUISHING CHARACTERISTICS

This is the full journey level class within the Library Media Technician series. Employees within this class are distinguished from the Library Media Technician I by the performance of the full range of duties as assigned including receiving, cataloging and circulating library materials. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. This class is distinguished from the Senior Library Media Technician in that the latter exercises functional and technical supervision over lower-level library staff.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Supervisor, Library Public Services.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Maintain organized access to library materials, in all formats, for students, staff and community members; provide accurate copy cataloging and correctly processed materials to ensure accuracy in the automated library system.

2. Provide educational videos and DVDs from the San Diego County Office of Education (SDCOE) Consortium collection; book, deliver, and collect Consortium videos and DVDs; assist faculty in searching the Consortium media catalog; collect and maintain records and statistics related to media; create and circulate notices of semester activity to instructors.

3. Place print and media materials on reserve for individual faculty members and departments in order to make them available for student use.

4. Initiate and verify incoming and outgoing Interlibrary Loan requests by checking the Online Computer Library Center (OCLC) database; complete transactions by sending the requests over OCLC Interlibrary Loan database; respond to incoming and outgoing Interlibrary Loan requests by fax, email, mail, and OCLC.
5. Receive, locate, and circulate periodicals, audio and visual media, books and other library materials; assist patrons with research and material location; oversee production and dispersal of online database passwords; perform library opening and closing procedures daily.

6. Process periodicals; record current daily newspapers in manual file; insert security targets in periodicals; apply date labels, stamp magazines with property and date stamps.

7. Create bibliographic records, search OCLC for Machine-Readable Cataloging (MARC) records and import bibliographic MARC into the SIRSI integrated library system; run reports in SIRSI records for accuracy.

8. Provide research assistance to library patrons; maintain reference and periodical stacks.

9. Respond to patron requests for library materials, services and information; assist students with library research through instruction in the use of the online catalog, computerized databases, Internet, and print resources; instruct students and other patrons in the use of computers, microfilm-readers/printers, and other equipment.

10. Charge/discharge and renew library materials for patrons; maintain proficiency with new and changing computer systems, programs and databases; accept fines, post payments, lift holds on student records in the library and college computer systems; process lost material resolutions; generate and maintain new library patron records in the SIRSI WorkFlows system; access, update, and edit library patron records.

Marginal Functions:

1. Perform general clerical work; type a variety of documents and correspondence; answer phones; enter information into computer; maintain files and records; receive, sort and distribute mail.

2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

1. Operations and services of a college library.

2. Use and application of library terminology.

3. Methods and techniques of library material classification and cataloging.

4. Modern office procedures, methods and equipment including computers.

5. Local, State, and Federal codes, laws and regulations, including terminology and processes applicable to area of assigned responsibility.


7. Methods and techniques of customer service.

8. Principles and practices of sound business communication in a college environment.

9. Correct English usage, including spelling, grammar, and punctuation.

10. Practices and procedures for developing and maintaining filing systems and records.
11. Use of word processing, spreadsheet, database and other standard software to create documents, reports, and materials.

12. Computerized cataloging, bibliographical and circulation system databases.

**Ability to:**

1. Assist patrons in all aspects of utilization of library computer programs and research techniques.

2. Apply library practices and procedures in the cataloging and processing of library materials.

3. Operate computerized cataloging, bibliographical and circulation system databases.

4. Process various interlibrary loan and instructor reserve requests.

5. Respond to requests and inquiries from students and faculty.

6. Use a high degree of tact, diplomacy and discretion when responding to difficult requests and inquiries and in dealing with sensitive situations and concerned individuals,

7. Prepare and maintain manual and computerized files.

8. Communicate clearly and concisely, both orally and in writing.

9. Establish and maintain cooperative working relationships with those contacted in the course of work.

10. Maintain physical condition appropriate to the performance of assigned duties and responsibilities.

**Experience and Training Guidelines**

*Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Experience:**

Two years of increasingly responsible technical library experience.

**Training:**

Equivalent to the completion of the twelfth grade supplemented by college-level course work in library science or a related field.

**WORKING CONDITIONS**

**Environmental Conditions:**

Library environment; exposure to computer screens; extensive contact with students and faculty.

**Physical Conditions:**

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; extensive use of computer keyboard; near visual acuity for reading computer screens.

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