PALOMAR COMMUNITY COLLEGE DISTRICT

SENIOR LIBRARY MEDIA TECHNICIAN

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 lead, oversee and participate in the more complex and difficult work of staff responsible for the performance of a wide variety of technical and clerical library work; to oversee library operations during evening hours; and to provide complex assistance in performing reference and researching functions.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey level class in the Library Media Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed and the complexity of duties assigned. Employees perform the most difficult and responsible types of duties assigned to classes within this series including overseeing library operations during evening hours or providing assistance in research or referencing functions. Employees at this level are required to be fully trained in all procedures related to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from higher level library staff.

Exercises functional and technical supervision over lower level library staff.

ESSENTIAL FUNCTION STATEMENTS

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

Essential Functions:

1. Lead, plan, train and review the work of staff responsible for the performance of a wide variety of technical and clerical library work.

2. Train assigned employees in their areas of work including library cataloging and circulation methods, procedures and techniques.

3. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.

4. Oversee library operations during evening hours; open and close library according to established procedures; provide professional services to library patrons; monitor public service activities.
5. Provide assistance to patrons at the circulation desk; utilize the automated library system (OPAC) for charging and discharging materials; collect overdue fines, process renewals and update various patron information.

6. Locate materials for patrons through use of computer programs, printed indexes, the internet, CD ROM files or microfilm.

7. Provide assistance in troubleshooting the online catalog and reference system; maintain microfilm reader and printer equipment.

8. Check out various library materials to patrons; check in and prepare materials for return to the circulation collection; register new patrons; issue new bar coded library cards; sort and file cards; input student I.D. numbers into the online computer system.

9. Respond to patron in-person and telephone requests for library materials or reference information; locate various information contained in the online library catalog and reference system.

10. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a college library.
Principles of lead supervision and training.
Use and application of library terminology.
Principles and practices of library material classification and cataloging.
Computerized cataloging, bibliographical and circulation system data bases.
Modern office procedures, methods and equipment including computers.
Principles and procedures of record keeping.
Methods and techniques of customer service.
English usage, spelling, grammar and punctuation.
Pertinent Federal, State and local codes, laws and regulations.

Ability to:

Lead, organize and review the work of staff in the area of work assigned.
Independently perform the most difficult library cataloging and circulation functions.
Interpret, explain and enforce library policies and procedures.
Apply library practices and procedures in the cataloging and processing of library materials.
Operate computerized cataloging, bibliographical and circulation system data bases.
Respond to requests and inquiries from students and faculty.
Work independently in the absence of supervision.
Understand and follow oral and written instructions.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.
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:

Four years of increasingly responsible technical library experience.

Training:

Equivalent to an Associates degree from an accredited college or university with major course work in library technology 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.