



JOB TITLE: LIBRARY & LEARNING RESOURCES SPECIALIST

Classification: Classified
Salary Range: 32

Retirement Type: PERS*
Board Approved: May 18, 2020

BASIC FUNCTION:

Under the direction of a supervisor or director, independently oversees, participates, and functions as a lead for complex and technically advanced library work including cataloging materials, providing operational oversight in Public Access and/or Learning Resources areas, managing computer labs, and assisting in budget administration.

REPRESENTATIVE DUTIES:

Oversees, participates, and functions as the lead in day-to-day operations of an assigned Library and Learning Resources area. Advises management on operational, administrative, personnel, and budgetary matters. Maintains budget records and controls expenditures for the library book budget and other related departmental budgets. Verifies budget codes and availability of funds. Provides data and projections to management. Compiles, organizes, researches, and verifies information for various records, reports, and statistics.

Orders library supplies within established limits. Researches and identifies appropriate vendors considering price and available materials. Places orders, maintains and monitors supply inventories, monitors pending orders and fund balances. Reconciles invoice discrepancies. Creates financial reports and maintains appropriate records. Monitors income from printing.

Assists in the development and implementation of library policies and procedures to promote efficient operations of the library (including those related to circulation, reserve, periodicals, interlibrary loan, acquisitions, learning labs, and federal copyright laws); analyzes library-related problems and takes appropriate action; resolves patron conflicts and issues; provides direct service to faculty through instructional support.

Leads the hiring, training, and scheduling of student workers and part-time staff. Creates service desk schedules. Assigns and monitors progress on work assignments and special projects for an assigned area. Provides guidance and feedback. Ensures timely completion of area work assignments. Identifies and reports staffing needs to library management.

Assists with archive management and development of archival projects.

Serves as the main contact for troubleshooting patron and operational problems. Liaises with vendors and ITS regarding library print and copy service issues. Researches, recommends, and helps implement workflows to improve efficiencies, use of resources, or the adaption of new technologies or operational requirements. Communicates and documents revised processes and procedures.

Directs the circulation of library materials; coordinates electronic collection inventories; prepares and distributes notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines.

Catalogs materials in a variety of formats, including print, non-print and electronic resources. Verifies, evaluates, and edits records for addition into the library's world-wide catalog system. Performs original cataloging in Machine-Readable Cataloging (MARC) format; creates cataloging procedures in compliance with established policies and trains staff. Troubleshoots cataloging issues and problems and implements solutions. Functions as lead for catalog maintenance including serial cataloging and check-in of new issues.

Receives and processes library materials and supplies, including new and donated library materials. Verifies items on packing lists; posts invoices and credits; returns defective or damaged materials; maintains proper financial documentation. Removes items from library collection following established procedures. Processes withdrawn materials from the library's holding records; generates and maintains accurate bibliographic records.

Performs minor book mending and replaces damaged media storage cases. Coordinates bindery and repair activities. Trains staff on basic repair procedures.

Participates in library system platform upgrades and migrations as needed. Coordinates the integration of new technologies into library operations. Plans, organizes, and schedules system activities to meet objectives with minimal impact on patron service levels.

Participates in the opening and closing of library operations following established procedures.

Performs other related duties as assigned.

JOB QUALIFICATIONS:

Education and Experience:

Bachelor's degree in related field plus four (4) years related experience OR
Two (2) years of college-level coursework plus six (6) years of library-related work OR
Eight (8) years of increasingly responsible library-related work experience.

OTHER QUALIFICATIONS:

Knowledge/Areas of Expertise:

Comprehensive knowledge of library operations and technical systems.
Experienced in budget administration.
Experienced supervising other staff by providing training and work direction.
Experienced in customer service.
Experienced in maintaining a college reserves/textbook collection.
Experienced in using multiple features within a library services platform.
Experienced organizing day-to-day operations for a specific area.
Proficient in staying up-to-date with technology and changing work procedures.
Knowledge of library terminology, practices, and resources.
Knowledge of library bibliographic resources.
Knowledge of library office practices and procedures.

Abilities/Skills:

Advanced level of technological skill with relevant library technology.
Skilled at detailed financial and statistical record-keeping.
Ability to apply higher-level computer-based procedures, techniques and practices.
Ability to communicate effectively both orally and in writing.
Ability to analyze situations and adopt effective courses of action.
Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.
Ability to meet schedules and deadlines.
Ability to work accurately and rapidly under pressure with frequent interruptions.
Ability to maintain confidentiality of division and individual records.

WORKING CONDITIONS:

Library setting.
Extensive computer work.
Long periods of standing and sitting.
Periodic lifting and carrying up to 25 lbs.
Movement from one work area to another.

* Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.