

## Specialist, Senior Library

**FLSA Status:** Non-Exempt

**Pay Grade:** 13

**Job Title ID:** 182500

**Job Series/Job Family:** Instructional Technology Series / Library Family

### Reports To

Head Librarian

### Job Purpose

To coordinate circulation desk activities, oversee statistical collection and reporting, assist patrons, and perform all routine circulation desk operations and other procedures in an automated environment.

### Description of Duties and Tasks

*Essential duties and responsibilities include the following. Other duties may be assigned.*

#### **Required**

1. Maintains the circulation procedures manuals, and communicates information and changes in procedures, schedules, processes, and projects.
2. Reconciles cash drawer, creates invoices in database, and submits deposits to Cashier's Office.
3. Performs routine circulation activities such as checking materials in and out, collecting fines, placing student records on hold, assisting patrons with questions, and equipment use.
4. May have responsibility for maintenance of Reserves and Periodical Collections as needed.
5. Tabulates daily statistic sheets and computes monthly statistical reports.
6. Monitors and maintains office supplies and recommends purchases.
7. Serves as the key contact for basic troubleshooting problems with public computers, copiers, printers, and the security gate.

### Knowledge

*Must possess required knowledge and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Library computer database system.
- Principles and practices of library operations.
- Office and library equipment and maintenance functions.
- Knowledge of ACC Library Services Policy and Procedures Manual, National Online Computer Library Center (OCLC), Serials and Circulation Millennium documentation, interlibrary loan policies and processes.

### Skills

*Must possess required skills and be able to explain and demonstrate, with or without reasonable accommodations, that the essential functions of the job can be performed.*

#### **Required**

- Maintaining an established work schedule.
- Effectively using interpersonal and communications skills, including tact and diplomacy.
- Effectively using organizational and planning skills with attention to detail and follow through.
- Providing customer service.
- Overseeing and reviewing the work of others.
- Maintaining confidentiality of work related information and materials.

- Establishing and maintaining effective working relationships

### **Computer Skills**

#### ***Required***

- Demonstrated proficiency using standard office software applications.

### **Physical Requirements**

#### ***Required***

- Occasional lifting of objects up to 30 pounds.
- Subject to standing, walking, sitting, bending, reaching, kneeling, pushing and pulling
- Work is routinely performed in office environments

### **Work Experience**

#### ***Required***

- Two years related work experience.

#### ***Preferred***

- Work experience in library circulation department and use of library automated systems.

### **Education**

#### ***Required***

- Bachelor's degree in related field.

### **Other**

#### ***Preferred***

- Basic troubleshooting of hardware and software including desktop/laptop computers, printers, and other equipment. Knowledge of LC/NLM library classification systems.

### **Safety**

#### ***Required***

- Work safely and follow safety rules. Report unsafe working conditions and behavior. Take reasonable and prudent actions to prevent others from engaging in unsafe practices.