

Specialist, Library

FLSA Status: Non-Exempt

Pay Grade: 9

Job Title ID: 182502

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

Reports To

Head Librarian

Job Purpose

To locate and acquire instructional resources and materials for the Library along with one or more of the following responsibilities: serials, interlibrary loan, standing orders, cataloging and system support.

Description of Duties and Tasks

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

Required

1. Processes electronic and manual orders or renewals of subscriptions for electronic indexing/abstracting services and journals or newspapers in print, microform, or electronic format. Receives materials and maintains serials module of integrated library system by recording items received and price, title, or subscription changes.
2. Verifies and processes claims for items or invoices not received. Determines appropriate method of reconciling claim and contacts vendor, accounts payable, or department.
3. Prepares college purchase requisitions using College's automated purchasing system.
4. Processes requests for inter-library loans to include database searches for materials. Maintains records of requests and tracks return of materials. Provides statistics on materials borrowed or loaned and assists Head Librarian with preparing statistical reports.
5. Handles all aspects of leasing print materials including tracking orders and receipts, processing, and cataloging.
6. Trains other staff in the use of the library automated system serials web-based module. Acts as resource for troubleshooting problems related to serials module.
7. Searches various online bibliographic and inventory databases to verify and copy information for orders into local automated system's serials module.
8. May open and sort mail and packages or work public services circulation desk and perform support work for serials, interlibrary loan, cataloging and system support.
9. Performs copy and original cataloging and classification of materials using AACR2, Library of Congress, and National Library of Medicine subject headings and classifications.

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 of Congress classification system.
- Functions and operations of a library.
- Library reference materials and resources.
- College and State Purchasing policies and regulations.

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

- 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.
- Researching and locating information and materials.
- Maintaining confidentiality of work related information and materials.
- Establishing and maintaining effective working relationships
- Maintaining an established work schedule.

Computer Skills**Required**

- Demonstrated proficiency using standard office software applications, databases and automated library systems within web-based environment.

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**

- One year work experience in purchasing, library services, or related field.

Education**Required**

- Bachelor's degree in related field.

Other**Preferred**

- Knowledge of purchasing guidelines, ACC, IRT or Library Services documentation related to policies and procedures, state contracts vendors, vendor web sites, National Online Computer Library Center (OCLC), Millennium documentation, and/or Library Services selection of materials guidelines.

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.