COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARY TECHNICIAN

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform paraprofessional library work in the Library Access Services area. The major functions of this area include Acquisitions, Cataloging, Circulation, Interlibrary Loan, Reserves, and Serials.

PREREQUISITES FOR POSITION (Qualification Standards):

1. **Education or training:** High school diploma required.

2. **Years of experience in field:** One year of experience in a library or similar customer service oriented environment required.

3. **Special skills or abilities related to position:** Knowledge of computers, Windows applications. Positive human relations skills. Ability to establish and maintain working relationships with students, faculty, co-workers and supervisor. General knowledge of library practices. Ability to work independently and with supervisor in a changing environment, demonstrating initiative, teamwork and creative problem-solving skills. Proficiency in written and oral communication skills. Ability to understand the role of the Learning Resources Department and its relationship to the College and the community. Ability to work a flexible schedule which includes evening and weekend duty.

ESSENTIAL JOB FUNCTIONS:

1. Manage one function in the web-based library management system.

2. Provide highest level of customer service to library patrons.

3. Perform all technical and processing tasks associated with the assigned function.

4. In collaboration with Coordinator, maintain procedures manual for the assigned function.

5. Maintain lists and reports associated with assigned function.

6. Search and retrieve records in the library management system as required.

7. Communicate with faculty regarding materials associated with assigned function.

8. Assist with shelf-reading projects.

9. Rotate at circulation desk, as needed.

10. Rotate on night and weekend duty, as needed.
ESSENTIAL JOB FUNCTIONS (Continued):

11. Assist in other Access Services areas during peak periods as needed.
12. Work with Coordinator to develop policies and procedures related to the assigned function.

(These essential job functions are not to be construed as a complete statement of all duties performed. Employees will be required to perform other job related marginal duties as required)

ESSENTIAL PHYSICAL SKILLS

- Acceptable eyesight (with or without correction)
- Acceptable hearing (with or without hearing aid)
- Ability to communicate both orally and in writing
- Ability to access file cabinets for filing and retrieval of data.
- Ability to operate computer keyboard, typewriter, photocopier, microfilm reader/printer, microfiche reader/printer, media equipment, laminator, paper cutters, and to grip books of various widths and weights.
- Physical strength and ability to go up and down stairs on a regular basis, to push and maneuver multishelf book carts weighting up to 300 pounds or more, and to lift and move bundles and boxes weighting up to 30 pounds.
- Ability to bend, stoop reaching material at ground level, reach and retrieve materials from heights of six to eight feet (with library stool if necessary), and possess ability to twist, turn, push, pull as necessary for retrieval and shelving purposes.

ENVIRONMENTAL CONDITIONS

- Works inside in a library environment.

(Reasonable accommodations will be made for otherwise qualified individuals with a disability)

PRIMARY LOCATION OF JOB: Building 3 (Learning Resources Center)

SUPERVISOR OF POSITION: Coordinator for Library Access Services

Revised 12/02/14