

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION

JOB TITLE: LIBRARY TECHNICIAN

PAY GRADE: C-2

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform paraprofessional library work in the library or Learning Commons areas. The major functions of this area include acquisitions, cataloging, circulation, interlibrary loan, reserves, and serials.

At the College of Central Florida, our vision is to be "Your first choice for quality higher education." We aim to accomplish this by providing a caring and exceptional learning environment that fosters the success of our students and community. Candidates considering becoming part of the CF family must be able to embrace and model this philosophy in their day-to-day responsibilities and demonstrate our standards: professional, responsive, informative, dependable and engaged.

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, Learning Commons 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 Center (LRC) 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 other library staff, maintain procedures manual for the assigned function.
5. Maintain lists and reports associated with assigned function.

ESSENTIAL JOB FUNCTIONS: (Continued)

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.
11. Assist in other library or Learning Commons areas during peak periods as needed.
12. Work with Ocala library director or manager, Citrus Campus LRC 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.)

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Acceptable eyesight (with or without correction).
- Acceptable hearing (with or without hearing aid).
- Ability to clearly communicate both orally and in writing on a telephone and on a computer for extended periods of time.
- Routinely requires sitting at a desk and viewing a display screen for extended periods of time.
- Ability to access, input, and retrieve information from a computer or other electronic device.
- Routinely requires moderate (up to 40 pounds) lifting and carrying.
- Routinely requires walking, standing, sitting, kneeling, stooping, reaching up and bending to reach 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.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to operate computer keyboard, typewriter, photocopies, microfilm reader/printer, microfiche reader/printer, media equipment, laminator, paper cutters, and to grip books of various widths and weights.
- Manual dexterity to handle and manipulate adhesive labels, book covers, tape, rubberstamps, and other book processing supplies and equipment.
- 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 40 pounds.

ENVIRONMENTAL CONDITIONS

- Works inside in a Library/Learning Commons environment.

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

PRIMARY LOCATION OF JOB: Citrus Building 2-202 or Ocala Building 3 (Learning Resources Centers)

SUPERVISOR OF POSITION: Ocala Library Director or Manager, Citrus Campus LRC