

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: SENIOR LIBRARY TECHNICIAN – CITRUS LIBRARY

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

### MAJOR RESPONSIBILITY:

To perform advanced paraprofessional library work in the Citrus Learning Resources Center (LRC). Primary responsibility is management of two major library functions. Major functions at Citrus include: circulation, interlibrary loan, and reserves.

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: A.A. or A.S. degree or equivalent required. Coursework in library science, instructional media, computer applications, and records management preferred.
2. Years of experience in field: Three years’ experience required, reflecting increasingly complex work responsibilities in a library setting, preferably with one or more years’ experience with an integrated library automation system.
3. Special skills or abilities related to position: Knowledge of computers, Windows applications and automated Library Management System in a statewide network environment. Positive human relations skills. Ability to establish and maintain working relationships with students, faculty, co-workers and supervisor. General knowledge of library practices and procedures. Ability to work independently and with supervision 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. Willingness to help others achieve their goals and education. Able to work a flexible schedule which includes evening and weekend duty.

ESSENTIAL JOB FUNCTIONS:

1. Provide paraprofessional reference assistance, both print and electronic, in a learning-commons environment.
2. Provide highest level of customer service to library patrons.
3. Manage two major library functions in the Citrus Campus LRC Access Services area: serve as lead person for circulation services, which includes stack maintenance, coordinating materials processing, and book repair.
4. Identify and resolve or report problems with computer software/hardware, audiovisual/media, and interactive TV.
5. Perform proficiently with the associated modules of the web-based library management system, and provide quality control as applicable to assigned modules.
6. Communicate with faculty as appropriate to assigned system modules (e.g. circulation, interlibrary loan, reserves, etc.)
7. Communicate with Ocala LRC staff as needed for assigned system modules and tasks.
8. Supervise student assistants as applicable.
9. Coordinate scheduling of AV and library facilities use.
10. Process interlibrary loans.
11. Work with manager for Citrus Campus Learning Resources Center, Ocala Library Director and Ocala LRC staff to develop policies and procedures related to the statewide Library Management System functions.
12. Maintain the Citrus Campus LRC procedures manual, statistics and reports.
13. Stay abreast of changes or additions to Library/LRC electronic resources and Citrus Campus software and hardware, and become proficient in using them.
14. Able to work a flexible schedule which includes evening and weekend duty.
15. Other duties as assigned.

(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:

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 access file cabinets for filing and retrieval of data.
- 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, twisting and bending.

ESSENTIAL PHYSICAL SKILLS (Continued):

- Ability to operate typewriter, computer keyboard, photocopier, 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, rubber stamps, 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 multi-shelf book cart weighing 300 pounds or more, and to lift and move bundles and boxes weighing 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 2, Citrus Campus

SUPERVISOR OF POSITION: Manager of Citrus Campus LRC