

COLLEGE OF CENTRAL FLORIDA

JOB DESCRIPTION OUTLINE

JOB TITLE: LEARNING COMMONS SPECIALIST

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

MAJOR RESPONSIBILITY:

To perform advanced and paraprofessional work in the Learning Commons and Access Services area of the library. Primary responsibility is management of the Learning Commons information services and one or two major library functions, which 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. A.A. or A.S. degree or equivalent preferred. Coursework in library science, instructional media, computer applications, or records management preferred.
2. Years of experience in field: One or more years' library experience required; three years or more preferred. One or more years of experience with an integrated library automation system preferred. Experience in a college learning/academic commons and in customer service in a college department preferred.
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 supervisors. General knowledge of library practices and procedures. Ability to work independently and with supervisor in a changing environment demonstrating initiative, teamwork and creative problem-solving skills. Knowledge of computers and other equipment commonly used in a library. Proficiency in written and oral communication skills.

Special skills or abilities related to position (Continued):

Ability to understand the role of the Learning Resources Center/Learning Commons and its relationship to the college and the community. Willingness to help others achieve their goals and education. Ability to work a flexible schedule which includes evening and weekend duty.

ESSENTIAL JOB FUNCTIONS:

1. Manage information services in the Learning Commons.
2. Manage one to two major library functions in the Access Services area.
3. Manage the associated modules of the web-based library management system.
4. Serve as contact for assigned system modules.
5. Maintain and update FALSC policy file for assigned system modules.
6. Notify Citrus LRC of updates.
7. Maintain module databases.
8. Maintain, run and file reports for assigned system modules.
9. Prepare staffing schedules as appropriate.
10. Supervise student assistants as applicable.
11. Supervise information services staff as applicable.
12. Communicate relevant system information regularly with other areas in Learning Resources/Learning Commons.
13. Communicate with faculty as appropriate to assigned system module (e.g. reserves, interlibrary loan, circulation, etc.).
14. Provide quality control as applicable to assigned modules.
15. Rotate at the Circulation Desk, including nights and weekends, as needed for adequate coverage.
16. Provide backup in other Access Services areas as needed.
17. Provide highest level of customer service to library and learning commons patrons.
18. Work with library director to develop policies and procedures.
19. Work with Learning Commons' administration to coordinate information services procedures.
20. Other duties as assigned.

(These essential job functions are not to be construed as a complete statement of all duties performed.)

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.

PHYSICAL DEMANDS (Continued):

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, twisting and bending.
- Ability to access file cabinets for filing and retrieval of data.
- Ability to operate computer keyboard, photocopier, 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 push and maneuver multi-shelf book carts weighing up to 300 pounds or more.
- 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.
- Ability to drive a college vehicle.

ENVIRONMENTAL CONDITIONS

- Works inside a library and learning commons environment.

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

PRIMARY LOCATION OF JOB: Building 3, Ocala Campus

SUPERVISOR OF POSITION: Library Director