

# COLLEGE OF CENTRAL FLORIDA

## JOB DESCRIPTION

JOB TITLE: LIBRARY SPECIALIST

PAY GRADE: C-4

OVERTIME STATUS: Non-exempt

### MAJOR RESPONSIBILITY:

To supervise the Access Services department of the LRC/library and to perform para-professional work under the direction of the Dean of Learning Resources.

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: Graduation from an accredited two-year college with a degree in an area relating to Learning Resources.
2. Years of experience in field: Three years' experience in a library setting or with library technology. A comparable amount of training or experience may be substituted for the minimum qualifications.
3. Special skills or abilities related to position: Ability to demonstrate positive human relations skills, including the ability to establish and maintain harmonious working relationships with LRC staff and library users. Ability to supervise, motivate, and evaluate staff. Working knowledge of current automated library technology, practices, and procedures. Proficiency in oral and written communication skills. Ability to work independently and with others in a changing environment, demonstrating initiative, teamwork, and creative problem-solving skills. Ability to work a flexible schedule which includes evening and weekend duty.

### ESSENTIAL JOB FUNCTIONS:

1. Serve as supervisor of Access Services (the combined Circulation and Technical Services departments), including supervising, scheduling, and evaluating performance of Access Services staff, as well as promoting good morale, good

ESSENTIAL JOB FUNCTIONS (CONTINUED):

- communication, and harmonious working relationships between the members of the Access Services staff.
2. Serve as College Center for Library Automation (CCLA) technical services contact and the CCLA circulation contact, including coordinating yearly calendar of due date schedules and tapeload transactions with CF Computer Services and CCLA, and ensuring the communication of CCLA information to Access Services staff.
  3. Work with librarians to ensure that proper cataloging standards are met for all records created for the statewide LINCC database and the nationwide OCLC database.
  4. Catalog new materials using the Marc Format Holdings cataloging standard.
  5. Coordinate, participate, and recommend policy for daily Access Services activities, including coordinating college-wide centralized materials acquisition and processing.
  6. Create and maintain written informational guides for the Access Services department on policies and procedures, and coordinate the preparation of all statistics, reports, surveys, manuals, and files associated with Access Services.
  7. Serve as the Access Services representative to the Dean of Learning Resources and to the other LRC departments and serve as the Access Services liaison with faculty, including notifying faculty regarding the acquisition of requested materials.
  8. Conduct continuous evaluation of Access Services department, work toward the overall effectiveness and cooperation of Library and Media Services staff and services, and participate in the total LRC program review and planning process.
  9. Understand and participate in all responsibilities listed in senior library technician and Library Technician Essential Job Functions, including providing quality service to patrons at the Circulation Desk and performing technical computer operations involving the CIRCLE module of the statewide LINCC system at the Circulation Desk.
  10. Perform any and all other duties assigned by the Dean of Learning Resources.

(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).

PHYSICAL DEMANDS (Continued):

- 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 walking, standing, sitting, kneeling, stooping, reaching up, twisting 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, input, and retrieve information from a computer or other electronic device.
- Ability to operate typewriter, computer keyboard, photocopier, microfilm 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 routinely push and maneuver book cart weighing 300 lbs, and to lift and move bundles and boxes weighing up to 60 lbs from floor level.

ENVIRONMENTAL CONDITIONS:

- Work inside a library environment.

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

PRIMARY LOCATION OF JOB: Learning Resources Center/Library, Ocala Campus

SUPERVISOR OF POSITION: Dean of Learning Resources