

## COLLEGE OF CENTRAL FLORIDA

### JOB DESCRIPTION

JOB TITLE: SENIOR LIBRARY TECHNICIAN

PAY GRADE: C-4

OVERTIME STATUS: NON-EXEMPT

#### MAJOR RESPONSIBILITY:

To perform advanced and paraprofessional work in the Access Services area of the library. Primary responsibility is management of two major library functions. Major functions 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: A.A. or A.S. degree or equivalent required. Coursework in library science, instructional media, computer applications, or records management preferred.
2. Years of experience in field: Three years of library experience required, reflecting increasingly complex work responsibilities, preferably with one or more years of 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 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. Ability to understand the role of the Learning Resources Center and its relationship to the college and the community. Commitment to the college learning commons concept. Willingness to help others achieve their goals and education.

ESSENTIAL JOB FUNCTIONS:

1. Manage two major library functions in the Access Services area.
2. Manage the associated modules of the web-based library management system.
3. Serve as FALSC contact for assigned system modules.
4. Maintain and update FALSC policy file for assigned system modules.
5. Notify Citrus LRC of updates.
6. Maintain module databases.
7. Maintain, run and file FALSC reports for assigned system modules.
8. Assist in the preparation of staff schedules.
9. Supervise student assistants as applicable.
10. Communicate relevant system information regularly with other areas in Learning Resources.
11. Communicate with faculty as appropriate to assigned system module (e.g. reserves, interlibrary loan and circulation, etc.)
12. Provide quality control as applicable to assigned modules.
13. Rotate at the Circulation Desk, including nights and weekends, as needed for adequate coverage.
14. Provide backup in other Access Services areas.
15. Provide highest level of customer service to library patrons.
16. Work with library director to develop policies and procedures related to the statewide Library Management System functions.
17. Ability to work a flexible schedule which includes evening and weekend duty.

(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, twisting and bending.
- Ability to access file cabinets for filing and retrieval of data
- Ability to operate computer keyboard, typewriter, photocopier, media equipment, laminator, paper cutters, and to grip books of various widths and weights.
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PHYSICAL DEMAND (Continued):

- 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 or elevator on a regular basis, to push and maneuver multi-shelf book carts weighing up to 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.

ENVIROMENTAL CONDITIONS:

- Works inside a library 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 of Learning Resources