



JOB DESCRIPTION

JOB TITLE: Library Technician

REPORTS TO: Director of Library Services

CLASSIFICATION: Clerical II

STATUS: Full time; Non-exempt

JOB OVERVIEW: The Library Technician is responsible for a variety of specialized library and media functions related to circulation, acquisition, processing and inventory of print and electronic library materials, general reference, the training and supervision of student assistants, maintaining routine operations, monitoring of student testing and distance education classes as well as duties assigned by professional staff. The Library Technician provides general library and information services to students, faculty, staff and other members of the college community face-to-face and online.

DUTIES AND RESPONSIBILITIES:

- Provides general library and information services to students, faculty, staff and other members of the college community face-to-face and online during scheduled hours at the Reference desk including some nights and weekends
- Assists patrons in the use of the library and gives instruction to individuals in the use of online resources, reference materials, and electronic resources while suggesting search strategies and particular sources to provide traditional and digital reference services
- Creates promotional materials, signs, or forms using MS Publisher or other pertinent software
- Promotes library services and events on social media
- Contributes web content to the library website as needed
- Perform acquisitions, processing, circulation, interlibrary loan, and inventory functions as needed
- Assists library users with the operation of technical equipment; i.e., computers, copiers, printers, readers, etc.
- Trains and supervises student employees with direction from professional staff
- Monitors student testing and distance education classes as needed
- Contributes to the overall planning, development and implementation of library programs and policies

- Performs other duties as assigned by professional staff

***The omission of specific statements of duties does not exclude them from the position
If the work is similar, related, or a logical assignment to the position.***

KNOWLEDGE, SKILLS, AND ABILITIES:

- Strong customer service skills/orientation
- Computer application skills, including skills in MS Office Suite software such as Word, Excel, PowerPoint, Publisher, and Outlook
- Attention to detail and strong organizational skills
- Ability to multi task, work independently, and delegate to student assistants
- Ability to work with a diverse college population
- Ability to work collaboratively and independently
- Effective oral, written and interpersonal communication skills
- Demonstrated willingness and ability to act in an ethical and socially responsible manner

EDUCATION/EXPERIENCE REQUIRED:

- High school diploma or equivalent required
- Relevant library experience is a plus

EDUCATION/EXPERIENCE PREFERRED:

- Associate's degree
- Experience developing web content
- Experience with using social media for promotional purposes
- Experience with classroom management software such as Blackboard or D2L

SPECIAL REQUIREMENTS:

- Ability to work some nights and accommodate flexible scheduling in emergency situations is required
- Ability to bend, stoop, and lift a minimum of 25 pounds

Connors State College is an Affirmative Action/Equal Opportunity/E-Verify Employer.

SIGNED: _____ DATE: _____