



JOB DESCRIPTION

JOB TITLE: Library Technician

REPORTS TO: Director of Library Services

CLASSIFICATION: Clerical I

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. This position serves the Muskogee and Warner locations. Scheduled hours may include evening shifts during the regular semester.

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.
- Assists patrons in the use of the library and gives instruction to individuals in the use of online resources, reference materials, and electronic resources. Suggests search strategies and particular sources to provide traditional and digital reference services
- Creates promotional materials, signs, or forms using Canva, MS Publisher, Cricut, or comparable technology
- Perform acquisitions, processing, circulation, interlibrary loan, and inventory functions as needed
- Promotes library services and events on social media
- Teaches basic library instruction classes as needed
- Contributes web content to the library website 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 work independently and delegate to student assistants
- Ability to work with a diverse college population
- Demonstrated willingness and ability to act in an ethical and socially responsible manner

EDUCATION/EXPERIENCE REQUIRED:

- Minimum of an associate's degree or:
- Those with relevant library experience but without the minimum of an associate's degree will be required to pursue an associate's degree
- Minimum 1 year relevant library experience or customer service experience
- Proven ability to work collaboratively and independently
- Effective oral, written and interpersonal communication skills.
- Knowledge of Microsoft Office suite.

EDUCATION/EXPERIENCE PREFERRED:

- Minimum of 1 year library experience, in reference, circulation, or technical services
- Experience working at a library service desk providing face-to-face and remote patron assistance
- Experience with Canva, MS Publisher, or other pertinent software
- Experience with Cricut or other pertinent graphics production items
- Experience developing web content
- Experience with using social media for promotional purposes
- Experience with classroom management software such as Canvas, 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