

LIBRARY SPECIALIST

DEFINITION

Under direction, performs advanced technical office administrative support work pertaining to library services; coordinates and performs complex duties involving reference, financial collections, acquisition, cataloging, inventory control, budgeting, and other complex library functions; assists professional staff with collection development; provides technical reference assistance to students and faculty; provides technical coordination and expertise related to the computerized library system; ensures that accurate bibliographic and other records are maintained; may serve as a lead worker over subordinate technical and clerical staff; and performs related work as assigned.

DISTINGUISHING CHARACTERISTICS

This is the second and advanced technical class in the Library Support Series within the Yosemite Community College District (YCCD). Incumbents typically perform the most complex technical library duties that require advanced knowledge of library administrative processes in order to make decisions and complete assignments. Incumbents in this class assist professional staff with collection development and may coordinate the staff and functions of an operational or administrative area.

This class may be distinguished from the lower-level class of Library Technician because incumbents in that class perform technical duties in support of interlibrary/inter-facility loan, reserve, acquisition, cataloging, and circulation functions, but are not usually responsible for coordinating one or more operational areas and assisting professional staff with maintaining and developing library collections.

SUPERVISION RECEIVED AND EXERCISED

Incumbents in this class work under the direction of a manager or senior manager, receiving occasional supervision while working toward a definite objective that requires use of a wide range of procedures. Incumbents plan and/or determine specific procedures or equipment required to meet assigned objectives and solve non-routine problems, referring only unusual matters to a supervisor.

An incumbent in this class does not directly supervise other full-time employees, but may serve as a lead worker by assigning, directing and/or monitoring the work of subordinate full time employees on a regular basis.

EXAMPLES OF DUTIES *(Illustrative Only)*

- Coordinates and performs advanced technical duties related to reference, financial collections, bibliography, acquisition, cataloging, inventory control, budgeting, and other complex library functions.
- Provides technical reference assistance related to general and/or subject oriented reference tools, databases and online catalogs, using various reference and research strategies.

- Provides technical coordination and expertise related to the computerized library system; ensures that computer records are updated and maintained; troubleshoots basic system problems and coordinates more advanced technical support/repair as needed.
- Assists professional staff in developing the library collections; compiles and reviews collection use statistics; prepares summary reports/recommendations; helps review new and proposed materials; helps maintain and update bibliographies and related information on library materials; maintains and updates archives.
- Coordinates the weeding out of obsolete or damaged materials.
- Coordinates technical acquisition functions; establishes accounts with vendors and orders materials; prepares requisitions for all materials ordered using the District's computerized accounting system; obtains management approvals.
- Receives and checks shipments to verify that they match purchase requisitions; contacts publishers and subscription services regarding un-received and/or damaged items; makes corrections to purchase orders for management approval; communicates with professional staff regarding the ordering/arrival of materials; researches and recommends the purchase of electronic resources such as hardware and software.
- Receives and processes vendor invoices for payments; maintains and monitors budget and account status.
- Catalogs and tags new materials; assigns and affixes bar codes/labels and other tracking items; enters materials into the computerized library system; maintains and monitors inventory control systems.
- Receives and processes donated materials; coordinates the preparation of materials for special book sales and events.
- Coordinates and performs interlibrary/inter-facility loan and reserve activities.
- Coordinates the maintenance and repair of library materials; identifies appropriate measures and determines available options.
- Coordinates and performs technical accounting activities; generates and reviews technical reports to establish user obligations; coordinates user restrictions with the Business Office; resolves the most difficult conflicts with patrons.
- Researches, locates and abstracts data from various information sources; compiles and organizes data; prepares complex reports and summaries.
- Responds to inquiries and complaints regarding complex clerical and technical library matters; explains library policies and procedures; provides forms to students and explains processes and requirements; answers a variety of general library procedural questions; assists instructional personnel and students in locating library resources.
- May serve as a lead worker by scheduling, assigning, directing and monitoring the work of subordinate employees on a regular, project and assignment basis; oversees the training of student and part-time employees.
- Prepares and submits various personnel and payroll forms for student workers and maintains accurate records; verifies continued eligibility for employment.
- Performs other related duties as assigned.

TYPICAL WORKING CONDITIONS

- Work is generally performed in an indoor office environment.

MINIMUM QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The knowledge and ability requirements are representative of essential duties. Reasonable accommodation may be made to enable individuals with disabilities to perform the essential functions of the position.

Knowledge of:

- Advanced technical functions of public library service.
- Advanced customer service techniques and etiquette.
- Advanced library terminology and practices.
- Complex library materials and equipment.
- Advanced technical administrative/operational procedures and practices of the Library System.
- Advanced English usage, spelling, grammar, and punctuation.
- Standard and accepted book demand analysis, book selection tools and reference materials.
- Basic budget preparation methods and practices.
- Principles and practices of supervision and training.

Ability to:

- Perform advanced technical administrative/operational procedures and practices pertaining to the Library System.
- Utilize the Internet and Intranet to access multiple software packages and online databases pertaining to library resources and information.
- Utilize designated word processing, spreadsheet, and/or database software programs accurately and effectively.
- Maintain a variety of complex manual and computerized record keeping systems.
- Perform complex mathematical calculations in an accurate and timely manner.
- Perform reference work and assist patrons in the selection and location of library materials.
- Organize and prioritize a variety of tasks in an effective and timely manner.
- Assist patrons with research utilizing a variety of resources.
- Schedule, coordinate, and monitor the work of others, as directed, in an effective and positive manner.
- Operate a variety of office machines and equipment including computer terminal, peripheral equipment, fax machine, copier and calculator.
- Communicate effectively, both orally and in writing.
- Establish and maintain cooperative working relationships with those contacted in the course of work.

Licenses and Certificates:

- Depending upon assignment, a valid license to drive in California may be required.

Physical and Mental Standards:

- **Mobility:** ability to sit and stand for long periods, move about an office, and occasionally reach above and below desk level.
- **Dexterity:** fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes.
- **Lifting:** frequent lifting of papers, books, files, equipment and material weighing up to 25 pounds.
- **Visual Requirements:** close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently.
- **Hearing/Talking:** ability to hear normal speech, speak and hear on the telephone, and speak in person.
- **Emotional/Psychological Factors:** ability to make decisions and concentrate; frequent contact with others including frequent public contact; frequent deadlines and time-limited assignments.

Education and Experience:

Any combination of education, experience and/or training that would likely provide the above-required knowledge, skills and abilities is qualifying. Typical background patterns that would provide the knowledge, skills and abilities are:

Pattern I

- Experience: Two years equivalent to a Library Technician at YCCD.

OR Pattern II

- Education: Possession of an associate's degree from an accredited college or university, with major course work in library science, business administration or a closely related field.
- Experience: Fours years of library administrative support experience, including two years performing technical duties involving interlibrary/inter-facility loan, reserve, acquisition, cataloging, and other specialized functions.

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