

River Parishes Community College
Library Services

Position Description and Statement of Responsibilities

JOB TITLE: Library Specialist 3 (State of Louisiana Civil Service Position)

REPORTS TO: Head of Technical Services

DESCRIPTION OF POSITION: Assists in all technical services functions including cataloging, acquisitions, and physical processing of library materials. Manages serials and binding services. Some reference and circulation responsibilities. Committee and training duties as assigned.

DUTIES:

- (30%) Provides detailed information on library services and answers questions from library patrons. Instructs patrons in the use of library systems, print/electronic indexes, Internet resources, etc. at point of use, and administers/proctors make-up/special needs testing in the Learning Lab. Interprets and applies library policy in face-to-face or telephone contacts with patrons. Provides routine circulation and reference services. Performs routine circulation related clerical tasks. Mans the Library Circulation/Service Desk on a rotating schedule, including weekends.
- (10%) Manages serials and performs complex check-in and claiming within the library's serials control system and makes shelving assignments. Maintains communication with the library's serial vendor.
- (15%) Locates, selects, and edits bibliographic entries for the library's online automated system using accepted library standards and procedures, and OCLC resources and software. Performs advanced information verification tasks, using a variety of electronic resources.
- (5%) Receives all library shipments of resources, office supplies, and processing supplies and verifies accuracy of each order. Performs full range of routine acquisitions activities including: receipt of shipments of materials, corresponding with vendors regarding claims, credits for incomplete or duplicate shipments or damaged items, utilizing online claim system for non-receipt of materials, reviewing and certifying accuracy of invoices, and ensuring records accurately reflect state-mandated codes.
- (5%) Maintains the library's business files and coordinates all office supply orders and requisitions. Orders regular and/or special office and library supplies from approved vendors for use in the Library per requests from other librarians and/or the Library Director.
- (5%) Maintains the library's vertical file of supplemental resources.
- (5%) Monitors student worker activities and assigns tasks as necessary.
- (5%) Maintains a working knowledge of and operates microcomputer word processing/database/spreadsheet packages, etc., to produce printed material as required.
- (5%) Coordinates bindery activities for the library with the vendor. Solves bindery problems and determines from guidelines the appropriate style or alternative treatment of materials.
- (5%) Serves on ad hoc committees within the library to interview and select new employees, to evaluate web page designs, etc. and assists in planning and conducting training programs, internally and externally.
- (2%) Recommends and implements changes in library procedures.
- (2%) Collects and maintains library statistics and produces reports for management.

- (4%) Performs related work as required by circumstances or as directed.
- (2%) Participates in professional development activities and/or organizations.

SALARY: Civil Service AS-610 (minimum \$21,112 annually)

REQUIRED QUALIFICATIONS:

- Five years of experience in which clerical work was a major duty, three years of which must have been in clerical library work, and one year of which must have been as a library paraprofessional. (A baccalaureate degree will substitute for all clerical work only.)
- Intermediate computer skills.
- The ability to move books onto and off of shelves.
- The ability to lift 30 pounds.
- Excellent oral and written communications skills in English.

PREFERRED QUALIFICATIONS:

- Experience with OCLC searching and cataloging functions.
- Experience with SIRSI Unicorn library management system, especially the Serials module.