

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

Job Title:	Library Assistant III	Range:	39
Date Revised:	May 31, 2011	Date Approved:	April 8, 2003

PRIMARY PURPOSE

This position is responsible for performing complex and technical professional library duties in one or more of the following areas: acquisition, on-line search, cataloging, circulation, distribution and utilization of library resources; and providing specialized assistance to students, faculty, and other patrons regarding library resources.

ESSENTIAL FUNCTIONS

Examples of essential functions are interpreted as being descriptive and not restrictive in nature.

1.	Provides technical assistance and instruction to students, faculty and other library patrons in the use of the on-line public access catalog, references and general library collections at Circulation, Reference and Public Service Desks; conducts complex bibliographic searches and recommends other sources of information as appropriate.
2.	Organizes, prioritizes and coordinates the workflow as well as conducting research and resolving problems and issues in an assigned area of responsibility to maximize efficiency.
3.	Directs daily operations procedures such as unlocking and locking entrances, collecting fees and balancing cash register; charges and discharges library materials.
4.	Coordinates and performs a variety of functions related to the acquisition of materials, receiving of all books and periodicals, circulation of materials, and cataloging and referencing (including inter-library loans).
5.	Troubleshoots and assures proper maintenance of library equipment; oversees the installation of departmental microcomputers and related software.
6.	Analyzes and reviews on-line public access catalog entries to assure quality control; resolves conflicts and errors to achieve conformance with on-line Library of Congress authority files and other established library reference authorities with responsibility for maintaining and verifying the accuracy and integrity of library databases.
7.	Develops and maintains specialized on-line procedures manuals; documents and reports problem areas and drafts procedure statements to recommend appropriate changes.
8.	Plans, develops and maintains the college archive collections; organizes bibliographic files utilizing appropriate archival preservation techniques; maintains, repairs and updates various library materials.
9.	Trains and provides work direction and guidance to others as directed.
10.	Prepares and maintains various reports and records including inventory, library budget, statistical information, vendor files, shelf lists, etc.
11.	Performs a variety of public relations duties including representing the library on professional and community groups, conducting library tours and arranging exhibits, and publicity releases.
12.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
13.	Performs related duties as assigned.

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OTHER FUNCTIONS

WORKING RELATIONSHIPS

The Library Assistant III maintains frequent contact with various District departments, vendors, students, faculty, and other patrons of the library.

EDUCATION AND EXPERIENCE

Required Qualifications

High school diploma or equivalent supplemented by a minimum of fifteen (15) semester units of college-level course work;

Minimum three (3) years technical and clerical library experience.

Desirable Qualifications

College-level coursework in library science/technology;

Experience working in a college or university library.

KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of library policies, procedures, and practices

Knowledge of Library of Congress classification system

Knowledge of on-line bibliographic databases

Knowledge of cataloging rules and standards

Knowledge of correct English usage, grammar, spelling, punctuation and vocabulary

Knowledge of various computer software applications

Knowledge of record-keeping techniques

Knowledge of modern office practices, procedures and equipment

Ability to perform complex and technical paraprofessional duties in a community college library

Ability to develop and maintain the college archive and oral history collections

Ability to organize and monitor the workflow in an assigned area of the library

Ability to work and interact with the public

Ability to work independently and with little direction

Ability to review situations accurately and adopt an effective course of action

Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.

Ability to plan, organize and prioritize work

Ability to meet schedules and time lines

Ability to conduct research using a variety of computerized research tools

Ability to train and direct the work of others

Ability to understand and follow oral and written directions

Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS

None

WORKING CONDITIONS

College library environment; subject to standing, lifting (up to 25 lbs. unassisted), bending, stooping and pushing; repetitive use of upper extremities including hand coordination activities.
