NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT  
JOB DESCRIPTION  

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<th>Job Title:</th>
<th>Library Services Coordinator</th>
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<td>Date Revised:</td>
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<td>April 8, 2003</td>
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PRIMARY PURPOSE

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties in support of a college library and managing library functions to assure efficient operations.

ESSENTIAL FUNCTIONS

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

1. Performs advanced library administrative duties independently at the direction of the head of a college library; manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of library services.

2. Trains and provides work direction and guidance to paraprofessional library employees and student assistants as directed; prepares and maintains work schedules and assigns projects to staff; provides input regarding staff performance and evaluations.

3. Oversees the daily operation of the circulation department; assists in formulating library policies and procedures; resolves patron disputes; maintains circulation module of the library information system; assists in troubleshooting hardware and software problems.

4. Assists in the compilation and preparation of budgets; maintains department expenditures and budgets; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues.

5. Prepares and maintains a variety of complex records and reports; inputs and retrieves computerized data as required; assists with special projects as assigned.

6. Composes and prepares correspondence independently; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls.

7. Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.

8. Trains and provides work direction and guidance to others as directed.

9. Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.

10. Perform related duties as assigned.

OTHER FUNCTIONS
WORKING RELATIONSHIPS
The Library Services Coordinator maintains frequent contact with various District departments and personnel, faculty, students and the public.

EDUCATION AND EXPERIENCE

Required Qualifications
High school diploma or equivalent supplemented by a minimum of thirty (30) semester units of college-level course work;
Minimum five (5) years technical and clerical library experience.

Desirable Qualifications
College-level course work 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 District organization, operations, policies and objectives
Knowledge of applicable sections of State Education Code and other applicable laws
Knowledge of organization, policies and rules
Knowledge of modern office practices, procedures and equipment
Knowledge of record-keeping techniques
Knowledge of basic bookkeeping procedures
Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary
Knowledge of various computer software applications
Ability to perform complex and technical paraprofessional duties in a community college library
Ability to interpret, apply and explain rules, regulations, policies and procedures
Ability to make arithmetic calculations quickly and accurately
Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.
Ability to analyze situations accurately and adopt an effective course of action
Ability to plan, organize and prioritize work
Ability to work and interact with the public
Ability to work independently with little direction
Ability to complete work efficiently with many interruptions
Ability to work confidentially with discretion
Ability to meet schedules and time lines
Ability to understand and follow oral and written directions
Ability to communicate effectively, both orally and in writing
Ability to understand scope of authority in making independent decisions
Ability to train and provide work direction to others
Ability to review situations accurately and determine appropriate action according to established guidelines
Ability to establish and maintain effective working relationships with others

SPECIAL REQUIREMENTS
WORKING CONDITIONS
College library environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.