

**INDIAN RIVER STATE COLLEGE
POSITION DESCRIPTION**

POSITION TITLE: Library Technical Assistant I

LOCATION: Miley Library, Main Campus – Fort Pierce

SUPERVISOR: Patricia Profeta, Ph.D., Associate Dean of Learning Resources

VICE PRESIDENT: Anthony J. Iacono, Ph.D., Vice President of Academic Affairs

CLASSIFICATION: Part-Time Support **CLASS:** 3

SUPERVISORY: No **FUNDING:** I

FLSA STATUS: Non-Exempt

QUALIFICATIONS, KNOWLEDGE AND SKILL REQUIREMENTS:

The qualifications and skill requirements for this position include:

- An Associate's Degree in Library Technical Assisting **or** any combination of education, experience, or training relevant to the position, which provide the necessary skills, abilities, and knowledge.
- An enthusiastic attitude toward providing library services;
- Proven basic knowledge of library operations;
- Exceptional customer service, time management, organizational, and interpersonal skills;
- Excellent written and oral communication skills;
- Ability to maintain strict accuracy and be detail oriented;
- Ability to work independently with minimal supervision and be self-motivated;
- Proven knowledge of Microsoft Office and Windows based computer applications to include word processing.
- The ability to work as a functioning member of a team is also an essential requirement for this position.

ESSENTIAL JOB FUNCTIONS AND RESPONSIBILITIES:

The essential job functions and responsibilities for this position include, but are not limited to:

- Encouraging a spirit of collegiality and teamwork;
- Performing library technical operations and library public services;
- Carrying out a variety of responsibilities in support of the library and the College.

SPECIFIC DUTIES AND RESPONSIBILITIES:

The specific duties and responsibilities for this position include, but are not limited to:

1. receiving packages and verifying packing slips;
2. arriving and invoicing bibliographic materials into the acquisition module of the library management system;
3. selecting and verifying bibliographic records
4. editing bibliographic records in the cataloging module of the library management system;
5. managing physical preparation and maintenance of print and media resources for patron use;
6. preparing special requests for patrons;
7. assisting with library inventory and the maintenance of the collection;
8. providing information to patrons about library materials using a variety of online resources;
9. assisting in the public services area;
10. learning through in-service training to maintain high skill level;
11. assisting with collection management
12. completing other duties and responsibilities as assigned.
13. **This position may be responsible for working at least one night per week and periodic weekends, as needed.**

ESSENTIAL PHYSICAL SKILLS:

This position requires excellent hearing and speaking skills, vision sufficient to see and interpret all job related materials, an ability to sit and stand for long periods of time, ability to climb steps and low ladders, ability to be mobile between work stations and library areas, good manual dexterity, walk, bend, lift, reach up, stoop, and carry items occasionally in excess of thirty (30) pounds. It also requires manual dexterity to operate standard office machines, such as, copier, fax, calculator, telephone, and other equipment as necessary. IRSC expects its employees to follow proper safety standards while employed by the College.

Administrator's Signature

Vice President's Signature

Date

This description is intended to indicate typical kinds of tasks and levels of work difficulty that will be required of positions given this title and shall not be construed as declaring every specific duty and responsibility of the particular position. This position description is not intended to be a contract for employment, and the employer reserves the right to make any necessary revisions to the job description at any time without notice.

Please sign and date this document. This fully executed job description becomes evidence of sufficient job requirement disclosure and acceptance and is incorporated into permanent record. A copy of an executed job description must accompany any single position application notice and/or set of application materials.

Applicant/Employee Printed Name

Applicant/Employee Signature

Date