

CHABOT-LAS POSITAS COMMUNITY COLLEGE DISTRICT

LIBRARY SERVICES SPECIALIST

*Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.*

SUMMARY DESCRIPTION

Under direction, assist in managing the operations and budget of the Library at the assigned campus; in the absence of management or supervisory staff, manage the day-to-day operations of the Library; assume day-to-day management of assigned budgets and accounts; provide lead supervision and oversight to assigned staff and student assistants; and perform a variety of specialized technical and complex tasks of varying degrees of difficulty and responsibility in support of various Library functions and service area(s).

REPRESENTATIVE DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist in managing the operations of the Library; assist in analyzing all Library operations and providing recommendations for improvement; participate in the development and implementation of Library policies and procedures; assist in notification and implementation of policies and procedures from the District office.
2. In the absence of management and supervisory staff, manage the day-to-day operations of the Library.
3. Maintain schedule of Library personnel; oversee assigned operations and classified staff and student assistants; serve as a resource to other staff to resolve operational issues; serve as a liaison to management staff to resolve major issues.
4. Assist in managing the budgets of the Library; assist in maintaining annual budget for Library funds including categorical and regular funds; assume day-to-day management of assigned Library budget accounts including library supply accounts, institutional membership accounts, and periodical accounts; utilize computerized accounting system to research availability of funds for the Library; resolve discrepancies and determine balances of unencumbered funds; assign appropriate account number to Library expenditures; review library requisitions for accuracy and sufficient funding; authorize invoices for payment; assist management and supervisory staff to ensure special money awarded to Library is properly spent in a timely manner; reconcile materials received with invoicing; resolve discrepancies.
5. Serve as liaison between Chabot and Las Positas Libraries including with circulation issues related to the shared library system; prepare interlibrary loan requests from faculty and students to outside university and college libraries.
6. Provide information regarding various procedures and processes including those related to circulation services, acquisitions, periodicals, cataloging, materials maintenance and information access, and the role of the library within the academic setting; convey technical library information to staff and patrons in a non-technical manner; solve complex student and staff problems in accordance with library rules and procedures.

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7. Order and process materials, equipment, software, and services for library system; identify appropriate vendors; research available discount programs and shipping costs; ensure effective input, operation, and maintenance of the library acquisitions automation system; maintain permanent and organized records of all acquisitions in print and electronic formats; provide current acquisitions information to Librarians and library staff as appropriate.
8. Assist with and provide information and assistance related to a variety of personnel and payroll duties; manage personnel and payroll forms for the Library; review and process monthly timesheets including those for student assistants, classified staff, and hourly faculty; update part-time librarian salary step increase information at the end of each semester and input yearly part-time/overload hours into the computerized accounting system for state staff data reporting.
9. Schedule library orientations; coordinate submitted class assignment and instructor needs with available timeslots of both librarian and classroom.
10. Oversee and participate in the full range of technical and specialized duties related to the operation of the Library.
11. Maintain a variety of records and files; prepare necessary correspondence and reports including those requested by county, state, and federal agencies.
12. Support overall Library operations and services through projects and other duties as appropriate and assigned.
13. Attend and participate in professional group meetings, conferences, and workshops; maintain awareness of new trends and developments in library science; incorporate new developments as appropriate.
14. Perform related duties as required.

MINIMUM QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Library services, materials, practices, and operating procedures.
2. Library terminology.
3. Operating characteristics of various desks and functions in a community college library.
4. Technical and paraprofessional support duties applicable to a library.
5. Budgeting principles and practices.
6. Purchasing principles and practices.
7. Principles and practices of providing training, work direction, and guidance to lower-level staff and student workers.
8. Work organization principles and practices.
9. Computerized library systems and databases and procedures for entry of information and materials.
10. Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.
11. Principles, practices, and procedures of record keeping.
12. Basic principles of report preparation.
13. Principles and practices used to establish and maintain files and information retrieval systems.

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14. Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.
15. Basic mathematical and statistical principles.
16. English usage, grammar, spelling, punctuation, and vocabulary.

Ability to:

1. Assist in managing the operations and budgets of the Library.
2. Oversee assigned Library area(s), functions, and services.
3. Assist in analyzing all library operations and providing recommendations for improvement.
4. Participate in the development and implementation of Library policies and procedures.
5. Manage the day-to-day operations of the library and oversee classified staff in the absence of management and supervisory staff.
6. Perform technical and paraprofessional library tasks in support of assigned library program area or function.
7. Understand the organization and operation of the library and assigned program area, services, and functions as necessary to assume assigned responsibilities.
8. Understand, interpret, and apply general administrative, office, and operating policies and procedures of the library.
9. Plan, schedule, direct, coordinate, and review the work and performance of assigned staff in a manner conducive to proficient performance and high morale.
10. Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
11. Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.
12. Compile and organize data and information.
13. Maintain filing systems.
14. Operate computerized library system utilities and databases; retrieve, create, edit, maintain, and update records, files, and documents using automated Library software, databases, word processing, and other standard office applications.
15. Independently follow through and complete assignments within specified deadlines accurately and efficiently.
16. Use judgment in organizing and prioritizing work.
17. Type or enter data at a speed necessary for successful job performance.
18. Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.
19. Adapt to changing technologies and learn functionality of new equipment and systems.
20. Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.
21. Work independently as well as in a team-oriented environment.
22. Independently follow through and complete assignments within specified deadlines accurately and efficiently.
23. Use judgment in organizing and prioritizing work.
24. Understand and follow oral and written instructions.
25. Communicate clearly and concisely, both orally and in writing.
26. Establish and maintain effective working relationships with those contacted in the course of work.
27. Work with and exhibit sensitivity to and understanding of the varied racial, ethnic, cultural, sexual orientation, academic, socio-economic, and disabled populations of community college students.

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Minimum Education & Experience - *Any combination of the following would provide a typical way to obtain the required knowledge and abilities.*

Education/Training:

Equivalent to the completion of the twelfth grade supplemented by college level course work in library science or a related field.

Experience:

Five years of responsible library experience including significant experience performing technical and paraprofessional duties in a library.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

Environment: Work is performed in a library; subject to frequent interruptions and contact in person with students, staff, and others.

Physical: Primary functions require sufficient physical ability and mobility to work in a library; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate library and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

3/15/05;

Adopted by Board of Trustees on October 20, 2015

Effective: October 21, 2015

Job Family: Library Learning Resources