

Job Description/Title: Library Technician → LIBRARY OPERATIONS COORDINATOR

Approved, Bargaining Unit President: 3/14/08

Approved, MPC Associate Dean, Human Resources: 2/28/2008

Board Approved: 6/24/08

MONTEREY PENINSULA COLLEGE

LIBRARY OPERATIONS COORDINATOR

Job Summary

Under general direction, perform a variety of paraprofessional, complex and technical duties associated with library work. Receive limited supervision within a broad framework of standard District operating policies and procedures. Assist department faculty in providing reference and instruction in information resources and technology for faculty, students and others; provide oversight of the technical services function; provide overall responsibility for accuracy of the Online Public Access Catalog (OPAC); assist faculty librarians in analyzing information collections currency as well as strength/weaknesses: assist faculty librarians in identifying, analyzing, evaluating and making recommendations for adoption of new library technologies.

EXAMPLES OF FUNCTIONS

Essential Functions

Develop/maintain/ensure overall accuracy of the Online Public Access Catalog (OPAC); establish/verify new subject headings using Library of Congress Subject Headings as directed.

Performs basic MARC cataloging and perform technical services work related to acquisitions using OCLC system.

Assist faculty librarians in analyzing currency of information collections; provide recommendations for course of action.

Maintain currency in evolving library technologies.

Assist faculty librarians by identifying, analyzing, evaluating and making recommendations for adoption of new library technologies

Make recommendations for selection/de-selection of library materials.

Interpret Library of Congress cataloging rules for technical processing by staff/students.

Assist/act as backup to library professional staff at the Reference Desk as needed.

Interpret library polices to staff/general public; suggest modifications to library policies.

Process new books/non-prints materials: acquire/modify catalog/library database for library collection.

Assist in providing instruction of new technologies to library faculty and other faculty users; provides training in use of online indexes and technical equipment.

Coordinate and supervise library and function as lead worker in absence of certificated library staff; coordinate staff during inventory; verify records; provide reports.

Interview, select, train and supervise student library workers; monitor/evaluate work; monitor time records.

Assist department faculty in providing reference and instruction in information resources and technology for faculty, students/others.

Train/review/monitor work of Library Specialist for cataloging, in areas of: purchase orders, receiving materials,

processing items for Technical Services Department.

Coordinate library office functions; schedule classified staff to ensure library coverage.

Respond to/assist with technical inquiries during daily operation of library.

Assist patrons in use of computers/other library equipment.

Assist with acquisitions; check holdings against bibliographies, publishers' catalogs, on-line resources.

Select materials to be repaired/bound; ensure process is completed.

Maintain records/statistics relating to operation of library/use appropriate word processing/database/spreadsheet programs.

Provide backup for Circulation Desk, as needed.

Create attractive/interesting book displays.

Other Duties

Serve on college committees as assigned.

Perform other related duties as assigned.

EMPLOYMENT STANDARDS

Education and Experience

Any combination of education, experience and training which would indicate possession of the required knowledge, skills and abilities listed herein. For example, a Library Technology Assistant (LTA) certificate, and four years of experience related to the technical aspects of library work.

Knowledge

Knowledge of: basic library science principles, Library of Congress classification system; library procedures and materials; current and evolving library technologies including filing and indexing; circulation and reference sources; current office methods and practices; principles and methods of ordering books, supplies and equipment; word processing, spreadsheet and/or database programs as required to fulfill the duties of the job.

Abilities

Ability to: perform general library duties including library operations, analyze current/new library technologies/library software programs; make recommendations for change/enhancement; analyze library information collections for currency/strengths/weaknesses; prepare supporting documentation for recommendations; efficiently use an online library system and Library of Congress classification system; assist faculty in providing training in reference resources and technology for library services staff and student assistants; interact effectively with the public/students/staff/faculty, in situations requiring diplomacy, tact, friendliness, poise and firmness; prioritize tasks and do several tasks simultaneously; successfully coordinate/train/monitor the work of other library staff members/student workers; operate a variety of office machines; use word processing and spreadsheet software accurately and efficiently; learn and successfully use new software programs as needed to fulfill the requirements of the job; use good judgment in recognizing the scope of authority as delegated; use appropriate and correct English spelling, grammar and punctuation; perform arithmetical calculations with speed and accuracy; communicate effectively in both oral and written form; establish and maintain effective work relationships with those contacted in the performance of required duties; demonstrate an understanding of, sensitivity to and appreciation for, the academic, ethnic, socio-economic, disability and gender diversity of students and staff attending or working on a community college campus.

Physical Effort/Work Environment

Moderate physical effort which may include frequent sitting, standing, walking, and occasional climbing, crawling or stooping; occasional handling of moderate weight tools and materials up to 35 pounds. Indoor work environment.