

CLASSIFIED POSITION REQUEST

Position Title: Library Specialist-Circulation

Dept/Program: Library

Submitted by: Deborah Ruiz, Public Services Librarian

PT/FT: Permanent Part Time (19 hours weekly, 9mos 6 days)

New or Replacement: Replacement

Salary/Benefit Costs: Service Category 4

Total Costs: According to 2005-2006 Salary Schedule-Classified, SC 4-Step A begins at \$13.62/hr

Funding Source: Regular Budget

Are there Salary Savings: none

Description of duties and responsibilities: General responsibilities of evening circulation, searches automated databases, assists patrons in identifying materials, checks in and out materials, reserve items, group rooms, etc., maintains electronic files by adding and deleting patrons, issuing and clearing fines, compiles statistics, troubleshoots equipment (copiers, remotes, wireless keyboards, group room instructional technology).

Special Considerations: This position provides the 3rd person needed to keep the library open in the evening.

Does Position act as an entry point for the college? Should it be bilingual? Many first time students come to the library to seek information about the college and its offerings. Bilingual abilities in Vietnamese or Spanish is desirable but not essential.

What would happen if this position weren't approved? This position is a replacement, not new. If this position were not approved, we would have to close the library at 4:45, we might be able to stagger staff to stretch it out to 6pm, but that would impact day time services during our busiest of times.