

# Job Description

Position Title: Specialist, Campus Library

Job Family: Student Services

Job Type: Support & Service - Intermediate

FLSA Status: Non-Exempt

Salary Grade: 02

## Position Summary:

The Campus Library Specialist performs various duties related to oversight of circulation activities, customer service, ready reference, record maintenance, material acquisition, brief cataloging, and assists with collection maintenance activities and projects as appropriate. The Campus Library Specialist provides library services to students, administrators, faculty, staff, and community users. The Campus Library Specialist make recommendations in development and implementation of policies and procedures and serve as lead to library student aides and library technicians

## Essential Duties and Responsibilities:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Oversees circulation activities. Performs circulation activities using ILS (Integrated Library system); material check-out/check-in; creates and updates patron records; resolves issues with patron accounts, utilizes college records management system to cross-reference enrollment status; material billing payment; patron refund requests; patron requests for materials; material paging and material shelving.
2. Staffs public service points. Provides customer service, assistance with and troubleshooting of library technology, and basic research assistance to students and library customers.
3. Processes library materials including but not limited to; serials; interlibrary loan; course reserves; and general collection materials. Creates and places item identification labels and checks accuracy of records in ILS. Reviews serial renewal lists and makes recommendations to supervisor.
4. Manages and inventories library materials and equipment; updates and creates brief bibliographic records in ILS. Coordinates device distribution and other departmental equipment for check-out. Creates inventory and a variety of circulation reports using ILS; compiles campus level statistics for reporting purposes.
5. Supervises, interviews, hires and trains student workers aides. Assigns and oversees projects of student workers and part-time staff.
6. Monitors and submits order requests for office materials and library supplies.
7. Communicates and promotes library services through newsletters, social media and other promotions. Manages book sales. Participates in college and/or library committees, campus activities and outreach events.
8. Performs all other duties and responsibilities as assigned or directed by the supervisor.

## Knowledge, Skills, and Abilities:

- Knowledge of administrative procedures and practices.
- Knowledge of internal and external customer service principles and practices.
- Skill in effective communication (both written and oral).
- Skill in performing a variety of duties, often changing from one task to another of a different nature.
- Skill in positive, productive, and flexible customer service.
- Skill in analyzing data and drawing conclusions.
- Ability to apply effective and accurate data entry and typing skills.
- Ability to develop and maintain effective and positive working relationships.
- Ability to operate relevant equipment required to complete assigned responsibilities for the position.

## Supervision:

- Provides lead work, advises and/or guides students. May organize, set priorities, schedule and review work, may interview and make recommendations on hiring, and provide input into performance reviews. Has responsibility for making decisions on hiring, termination and pay adjustments.

## Independence of Action:

- Work progress is monitored by supervisor/manager; employee follows precedents and procedures, and may set priorities and organize work within general guidelines established by supervisor/manager.

## Competencies:

Competencies are the actions and behaviors that can be observed as to how work gets done that supports the College's values and strategic objectives.

- Student Success: Allows the opportunity to support student success as well as improve access and retention.

## Minimum Qualifications:

Candidates/incumbents must meet the minimum qualifications as detailed below.

- Associate's degree/vocational or technical training is required.
- One (1) to three (3) years of related experience required.
- One (1) to three (3) years of related experience may be preferred.

Or An equivalent combination of certification, education and experience sufficient to successfully perform the essential duties of the job such as those listed above

### Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the key duties and responsibilities of this job. **Reasonable accommodations may be made to enable individuals with disabilities to perform critical tasks.**

- **Environment:** Work is performed primarily in a standard office environment with staff contact and frequent interruptions.
- **Physical:** Primary functions require sufficient physical ability and mobility to work in a standard office setting; to remain in a stationary position for prolonged periods of time; to occasionally position self to perform duties; to move, transport, and/or position objects of light to moderate (up to 20 pounds) amounts of weight; to operate office equipment including use of a computer keyboard; to travel to other locations using various modes of private and commercial transportation; and to effectively communicate to exchange information.
- **Vision:** Ability to see in the normal visual range with or without correction.
- **Hearing:** Ability to hear in the normal audio range with or without correction.

### Special Conditions of Employment:

- Some evening or weekend work hours
- Pre-employment Background Check Required
- DMV Check/Current and Valid AZ Driver's License