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| FEATHER RIVER  COMMUNITY COLLEGE DISTRICT  570 Golden Eagle Ave., Quincy CA 95971  (530) 283-0202, ext. 257  www.frc.edu |

**SENIOR LIBRARY ASSISTANT**

**DEFINITION:**

Under general supervision, the Senior Library Assistant greets patrons and assists them in the use of the library, performs circulation tasks, collects patron information for follow-up research appointments, handles purchase requisitions, invoices, filing and bookkeeping, records and compiles library use statistics and budget items and populates draft reports, processes reserves and fulfills interlibrary loan requests, performs copy cataloging on new acquisitions, supports library policies to promote accountability and appropriate conduct among patrons, and performs other duties as assigned. This job is distinguished from Library Assistant by the performance of various accounting duties, supervisory duties, and by the performance of other higher-level sub professional tasks. This position will require opening and/or closing the library and occasional evening or weekend work.

**CLASSIFICATION:**

* FLSA Non-exempt
* Classified – CSEA
* Date Modified: October 2013

**ESSENTIAL DUTIES:** The following duties are typical of those performed by employees in this job title; however, employees may perform other related duties, and not all duties listed are necessarily performed by each employee in the job title.

* Assists patrons (students, faculty, staff and the public) by explaining library procedures, by explaining and demonstrating how to access available materials including use of computers, databases and internet, locating and retrieving reserve and reference materials, videos, magazines, journals, newspapers and books; conducts library tours
* Conducts library circulation duties including handling and processing of books, magazines, audio, visual, and course reserves; assigns loan period, stamps due dates, and desensitizes theft devices
* Maintains records of and balances all expenses for library functions using college integrated computer system; maintains accounts for revenue from copy machine and lost books and fines
* Assist patrons on signing up for and logging in to network accounts: using email, and Moodle accounts and some software assistance
* Places and processes interlibrary loan requests
* Supervises student workers
* Retrieves and/or creates catalog records for library materials using Library of Congress classification on the library bibliographic system
* Contacts vendors and obtains price quotes for library supplies, non-print media and books, recommends/selects vendors, prepares purchase requisitions and obtains signatures
* Compiles and analyzes data required for reports to various federal, state and other agencies
* Verifies and monitors eligibility for library privileges, monitors overdue books, inputs delinquent patrons into the college integrated computer system and the library database; creates overdue notices, maintains library list of patron overdues
* Processes new materials for library use, including preparing covers, affixing card pockets, spine labels and card labels, stamping ownership statements, inserting anti-theft devices, logging, and preparing catalog cards; sets up reserve materials as requested
* Inputs information to the computer bibliographic cataloging system, inputs tracking bar code numbers and affixes bar code label
* Processes returned materials and prepares them for reshelving
* Collects, stacks, shelves and reshelves library materials
* Maintains a variety of logs, statistics, records and files including computerized databases
* Conducts inventory of all library books and non-print media; verifies proper shelf order of books and filing of identification and catalog cards, researches missing materials
* Performs a variety of clerical tasks in support of library operations such as processing mail, preparing and proofing documents and forms, scheduling, supporting technology initiatives, etc.
* Other related duties as assigned

Experience with:

* Balancing interpersonal, organizational, and technology skills to effectively handle a variety of workplace situations in a dynamic academic library environment
* Establishing priorities and exercising sound independent judgment
* Providing limited reference services for library patrons
* Establishing and maintaining a variety of logs, records and files including budget and expenditure records
* Establishing and maintaining effective working relationships with those contacted in the course of the work
* Basic financial recordkeeping
* Scheduling and supervising student workers or equivalent
* Copy-cataloging library materials within established guidelines
* Computer applications (word processing, spreadsheets, and Internet-based technologies).

Understanding of:

* Standard library operations
* Library of Congress and related cataloging and indexing systems used by libraries and publishers
* References and sources for identifying and locating materials to fill requests or for use by special populations
* Organization and location of materials within the college's library system
* Circulation processes and procedures including charging and returning materials, loan policies, and fees and fines
* Computer-based catalog and index systems and emerging technologies

**MINIMUM QUALIFICATIONS:**

* High school diploma
* Six months experience working with patrons or the public in a service capacity.
* Typing at a rate of 30 words per minute.

**DESIRABLE QUALIFICATIONS:** A combination of education and experience equivalent to:

* Completion of a college degree or supplemental coursework in library science
* Academic library experience in the public services area (circulation desk, help desk or similar)
* Experience with maintaining budgets and record keeping
* Experience with computer applications and library circulation/cataloging systems
* Community college experience preferred

**PHYSICAL CHARACTERISTICS**: The physical abilities, with or without reasonable accommodations, involved in the performance of essential duties are:

* Climbing, reaching, stooping and kneeling to shelve books and locate materials
* Lifting and carrying up to 35 pounds
* Manual dexterity to operate keyboards and other library equipment
* Speech and hearing to communicate with library patrons
* Vision sufficient to read computer screens and fine text

This work is performed in a library setting.