



TITLE	CLASSIFICATION	SALARY GRADE/ASSIGNMENT
LIBRARY SPECIALIST/PETALUMA CAMPUS	CLASSIFIED	GRADE: M MONTHS:
BOARD POLICY REFERENCE: 2007/2008 CLASSIFICATION REVIEW		Board Approved: 02/10/09

**JOB DESCRIPTION:**

Under general supervision, assists in coordinating the operations and performs paraprofessional duties for all areas in the Mahoney Library at the Petaluma Campus, including circulation, technical and public service, reserves, periodicals and media services; serves as a lead worker to other classified staff in the area; supervises student assistants and short-term, non-continuing personnel; and perform related work as required.

**SCOPE:**

The Library Specialist/Petaluma Campus utilizes current information technology to ensure access to library and media materials at the Petaluma Campus; has a thorough working knowledge of multiple modules of a integrated library automation system, library and media terminology, technology, rules and procedures, library materials processing familiarity with District personnel, purchasing, and accounting policies and procedures; applicable laws governing copyrights; and the use and distribution of library and media materials.

**DISTINGUISHING CHARACTERISTICS:**

The Library Specialist/Petaluma Campus is distinguished from the Library Technician III by the overall responsibility of all areas of the Mahoney Library, including Media Services. This classification requires a broad knowledge of operations of a Library and methods for troubleshooting media equipment; the ability to direct the work of others and serve as a lead worker; and knowledge of/ability to maintain budgets and accounting procedures for some library functions, copier/print center operations, the processing of library material and payroll of student employees.

**KEY DUTIES AND RESPONSIBILITIES:**

*Examples of key duties are interpreted as being descriptive and not restrictive in nature.*

1. Initiates and implements policies and procedures relating to circulation, reserve, interlibrary loan, acquisitions, media services and federal copyright laws; interprets and enforces library and media policies; maintains confidential patron records.
2. Develops and monitors database collection of all print, media and digital collections for the Mahoney Library at the Petaluma Campus; resolves discrepancies and regulates the electronic and physical withdrawal of obsolete and damaged bibliographic materials from the automated database, shelves and shelf list catalog.
3. Analyzes and determines appropriate interlibrary loan lending sources for requests; analyzes and fulfills interlibrary loan requests from regional, national, and international libraries from library collections; assesses, bills and issues payment for overdue interlibrary loan material.
4. Directs the preparation and distribution of notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines.
5. Initiates on-line ordering, receiving and invoicing of books and periodicals requested by library, administrative and academic staff; submits claims and reconciles shipment, invoice and statement discrepancies with vendors and service providers.

**KEY DUTIES AND RESPONSIBILITIES (Continued):**

6. Maintains on-line budget records and controls expenditures for the library budget.
7. Determines and modifies the on-line status of collection holdings; organizes and coordinates the annual electronic inventory of all instructional collections.
8. Creates detailed financial and statistical records and special reports for the library, campus community, public and governmental agencies.
9. Resolves patron conflicts and issues.
10. Maintains microform printers, copiers, print card dispenser, fax machine, media equipment and book detection system; troubleshoots public workstations and media equipment to ensure accessibility.
11. Acts as lead worker for other Classified staff at the Mahoney Library.
12. Supervises and trains student assistants and short-term, non-continuing personnel.

**EMPLOYMENT STANDARDS**

**ABILITY TO:**

Recommend, interpret and apply library department policies; develop, interpret and implement rules and procedures; analyze situations and adopt effective courses of action; operate and maintain a wide variety of computerized library, copier/fax and media equipment; work independently with a minimum of supervision; maintain accurate records and perform mathematical calculations; analyze and diffuse disruptive situations; act as lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships and communicate effectively both verbally and in writing; demonstrate sensitivity to, and respect for, a diverse population.

**KNOWLEDGE OF:**

Operation of multiple modules of an integrated library automations system, preferably Voyager/ExLibris; current library terminology, rules and procedures; bookkeeping and fiscal management practices; variety of computer software applications and databases and media equipment; Library of Congress cataloging rules and procedures; and federal laws regulating copyright and interlibrary loans.

**MINIMUM QUALIFICATIONS:**

*Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by Human Resources, in coordination with the department where the vacancy exists, if needed.)*

*Education:*

An Associate's degree, including some college-level coursework in Library Science OR a certificate in Library Science and/or Information Technology.

*Experience:*

Progressively responsible experience working in a library and operating media equipment, including experience directing the work of others and maintaining budgets.

**SPECIAL REQUIREMENTS:**

Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing library duties.