

JOB TITLE: LIBRARY TECHNICAL AND TECHNOLOGY SPECIALIST
PAY RANGE: CL 20
LAST REVISED: 1/1/21

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job. Additional or different duties from the ones set forth below may be required to address changing business needs/practices.

SUMMARY DESCRIPTION

Under general supervision of a manager, performs oversight of the technical support for all information delivery systems critical to daily library processes, services and operations by providing high level support of library technologies, ensuring interoperability of an array of systems, and interfaces, by acting as liaison between users, the District's IIT Department, and external companies. Further responsibilities include ensuring data integrity, generating statistical data, collection maintenance, para-professional cataloging and physical processing of materials.

Sierra College has a strong commitment to the achievement of equity and inclusion among its faculty, staff, and students and values the rich, diverse backgrounds that make up the campus community. A strong candidate for this position must have the understanding and ability to successfully support individuals with varying backgrounds. This includes persons with disabilities, various gender identities and sexual orientations, as well as individuals from historically underrepresented communities and other groups. Our District is committed to providing strategies for success and proactive student-centered practices and policies focused on eliminating equity gaps to ensure the District provides an inclusive educational and employment environment focused on strategies for success and equitable outcomes for all.

Incumbent(s) of the Library Technical and Technology Specialist classification must be able to perform all functions and tasks contained within the classification and may be assigned to perform occasional reference functions such as assisting patrons with reference questions in the absence of LRC/Library Reference/Collections Librarian(s) and/or to perform occasional supervision of student and/or other temporary help, as assigned.

REPRESENTATIVE DUTIES - *The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.*

1. Assist in planning and implementing long range library systems requirements, needs, and goals, as well as final selections of software and delivery systems.
2. Analyze current library systems functions, processes, and information retrieval platforms/use as well as other data and trends to determine library needs and collection allocation.
3. Research and perform standard updates and procedures necessary for the operation of a variety of information delivery systems in the library.
4. Support the integration of new technologies and methodologies, and determine their compatibility with other District Systems.
5. Triage library related technology issues, consult with IIT staff to find and implement solutions. Report technical, software maintenance, and security concerns/problems to outside vendors as well as generate IIT work orders to address library systems' issues.

6. Design, modify and run database queries to extract statistical information from library databases to prepare reports for the library staff, District Planning Office, the State of California and the Dean of the LRC to assist in the securing of continued funding for the library, to assist in staff scheduling, and collection development and deselection processes.
7. Catalogs/re-catalogs and classifies/re-classifies print and non-print materials including electronic data, books, videotapes, DVDs, CD-ROMS, computer software, prints, CDs and any other materials requested. This entails editing, proofreading, and updating MARC records and importing them into our databases while maintaining strict AACR2R and RDA standards and District library standards.
8. Coordinates and participates in managing collection space, materials deselection processes, and shifting as well as collection inventories. Oversee typical shelf maintenance procedures performed by college employees. Maintain proper collection directional signage.
9. Performs complex name and subject heading authority file work to meet Library of Congress, OCLC and District quality standards.
10. Trains, coordinates, supervises, and evaluates work performed by student and/or other temporary help assigned to perform general cataloging and stack maintenance assignments.
11. Provides circulation, reference and directional assistance for students and staff as needed; checks out, checks in, renews, reserves, requests and locals all forms of library materials for students, staff, and the general public; provides orientation and reference services for library patrons; provides assistance in the use of reference research databases; provides general assistance to library patrons including explaining campus and library policies and procedures.
12. As assigned, performs special projects related to area of assignment.
13. Performs related duties as required.

QUALIFICATIONS - *The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.*

Knowledge of:

Automated library systems.

A variety of computer modules, databases, and information retrieval and delivery systems.

Data integrity evaluation.

Software interoperability principles and practices.

Principle library and instructional technology terminology.

Organizational practices.

Oversite practices for technical support purposes. Basic principles of supervision and training.

Cataloging and classification techniques.

Dewey Decimal and Library of Congress systems. Bibliographic search methods and techniques.

Standard library practices.

Anglo-American Cataloging Rules 2, (AACR2R) and Resource Discovery Access (RDA) formats.

General types and uses of library materials, including basic reference sources.

OCLC online cataloging database operating principles and related software.

Advanced online searching techniques.

Policies and procedures of District cataloging and library patron data security.

Office procedures, methods, and equipment including computers and applicable software

applications such as word processing, spreadsheets, and databases.

English usage, spelling, grammar, and

punctuation. Basic business mathematics.

Methods and techniques of proper phone etiquette.

Book processing procedures.

Methods and techniques of book mending, conservation and repair.

Broad academic areas and specializations, in order to work with students and faculty members.

Ability to:

Update, maintain, and load library services related software.

Troubleshoot and act as liaison between library, software vendors and District IIT Department.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work independently and collaboratively to solve problems of a routine to complex nature under potentially stressful conditions.

Establish and maintain effective working relationships with those contacted in the course of work.

Listen actively and effectively.

Understand and follow oral and written instructions.

Troubleshoot and perform minor maintenance on media, office, and library equipment.

Catalog, classify, reclassify, and discard print and non-print materials according to AACR2 rules and District policies.

Supervise student and/or other temporary help.

Learn and observe District and/or LRC/Library regulations, policies, and procedures. Operate media, library, and office equipment.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

File accurately.

Maintain consistent high-quality work with meticulous attention to detail.

Perform mathematical calculations of average difficulty.

Maintain dependability and flexibility with regard to assignments.

Take initiative, maintain customer service orientation, and meet goals, deadlines, and timetables. Communicate clearly and concisely, both orally and in writing.

Interact and work effectively with a diverse population utilizing exceptional interpersonal and intercultural skills.

Approach all duties of the position with an equity-minded perspective that supports and promotes inclusion and diversity.

Exercise sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty, and staff.

Education and Experience Guidelines - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. Examples of ways to obtain the knowledge and abilities would be*

Education/Training:

Equivalent to completion of the twelfth grade supplemented by specialized coursework or on-the-job training in library science and computer sciences.

Experience:

Two years of increasingly responsible cataloging library experience.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL DEMANDS AND WORKING ENVIRONMENT - *The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.*

Environment: Library and office setting; extensive public contact.

Physical: Primary functions require sufficient physical ability and mobility to work in a library and office setting; to stand or sit for prolonged periods of time; to push, pull, lift, and/or carry light amounts of weight; and to operate office equipment including use of a computer keyboard; and to verbally communicate to exchange information.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents; and to operate assigned equipment.

Hearing: Hear in the normal audio range with or without correction.