

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY/MEDIA SPECIALIST

BASIC FUNCTION:

Under the direction of an assigned Dean or Director and in collaboration with the Librarian, perform a variety of technical and public services duties related to the processing, circulation, research and other activities in support of a designated College or Campus library; provide assistance to students and staff for library circulation materials or in a media services center; receive and process requests for media equipment and materials according to established procedures; receive and process requests for interlibrary loans; provide support to the District Distributive Education and media services.

REPRESENTATIVE DUTIES:

Assist students and staff at media circulation desk; check in and out files, videos, records, cassettes, equipment and other materials; assist students in the proper operation of media equipment and computers as necessary. (E)

Issue library cards and provide a variety of technical information and assistance to students and staff in person, on the telephone, via email, chat, text and other modes of communication related to the location and selection of library and media materials, library policies and procedures. (E)

Select, train, schedule and provide work direction to student assistants as assigned; verify and monitor hours worked and submit to appropriate personnel. (E)

Prepare and distribute overdue notices; collect money for fines and damaged library/media materials. (E)

Receive and process print, non-print and electronic library materials for District-wide library services; classify print and non-print materials according to established procedures. (E)

Maintain a variety of statistical and financial records and reports regarding assigned area. (E)

Assure the timely acquisition and circulation of materials according to requests. (E)

Maintain library/media materials in proper locations. (E)

Process requests for equipment and materials according to approved procedures. (E)

Process and assure the accuracy of the District periodicals collection; circulate periodicals to faculty. (E)

Create, process and distribute inter-library loan materials according to established procedures; conduct searches by reference or bibliographic methods; verify and distribute materials. (E)

Catalog, recatalog and classify audio-visual equipment, electronic resources, books and other materials as assigned; prepare online materials acquisition lists. (E)

Proctor exams as directed. (E)

Assist in maintaining the inventory of library/media materials and equipment. (E)

Operate a variety of library/media equipment including computers and related database applications. (E)

Discharge obsolete or out-dated library materials according to established procedures. (E)

Maintain a variety of records and electronic files related to circulation activities and media services, including inter-library loans, user tracking, monies collected from fines and others. (E)

Create, record, edit and duplicate digital resources and instructional materials as assigned or as requested; schedule instructional programming as requested.

Provide assistance to students and staff in the use and care of equipment as assigned.

Order books and other library materials as requested according to approved procedures; receive, process and disburse shipments of materials in accordance with approved procedures.

Create and maintain connections to virtual audiences through social media accounts as directed.

Assist the Librarian and other library staff to implement mission and goals articulated in the Library program reviews.

Use an Integrated Library System to perform job tasks as assigned.

Represent the library on assigned committees; attend workshops as assigned.

Perform related duties as assigned.

KNOWLEDGE OF:

Current library practices and procedures.

Reference sources and basic copyright rules.

A wide variety of library/media equipment, virtual library resources, social media and various internet applications.

Modern office practices, procedures and equipment.

Record-keeping techniques using electronic tools.

Correct English usage, grammar, spelling, punctuation and vocabulary.

District organization, operations, policies and objectives.

Oral and written communication skills.

Standard procedures for processing library/media materials.

ABILITY TO:

Perform a variety of technical work related to the processing, circulation, research and other activities in support of an assigned library.

Perform responsible library/media clerical work under general supervision.

Learn and use library classification and cataloging techniques.

Operate equipment available in the Library and Media Center, including calculator, audio-visual equipment and computer terminal.

Make arithmetic computations with speed and accuracy.

Understand and follow oral and written instructions.

Type at 45 words net per minute from clear copy.

Work independently with little direction.

Establish and maintain cooperative and effective working relationships with others.

Meet schedules and time lines.

Plan and supervise work.

Train and provide work direction to others.

Maintain records and prepare reports.

Communicate effectively both orally and in writing.

EDUCATION AND EXPERIENCE: Any combination equivalent to an associate's degree in library science and two years library/media experience, including experience in public service, ordering, receipt, processing and circulation of library/media materials.

ENVIRONMENT:

Library and office environment.

Constant interruptions.

PHYSICAL ABILITIES:

Bending at the waist, kneeling or crouching.

Lifting light objects.

Dexterity of hands and fingers to operate computer terminals and standard office equipment.

Standing for extended periods of time.

Hearing and speaking to exchange information on the telephone or in person.

Carrying, pushing or pulling.

Reaching overhead, above the shoulders and horizontally.