

YUBA COMMUNITY COLLEGE DISTRICT

CLASS TITLE: LIBRARY TECHNICAL ASSISTANT

BASIC FUNCTION:

Under the direction of an Executive Dean, coordinate, oversee and participate in the library and media services for the District Woodland or Lake campus library; oversee and participate in the District Distance Learning programs for an assigned campus location; catalog, process and circulate library and media materials; assist students and staff with a variety of library and media services.

REPRESENTATIVE DUTIES:

Circulate library, media, distance learning and career/transfer center materials; process materials for circulation; prepare overdue notices and repair damaged books. (E)

Catalog print and non-print materials for the main campus and off-campus centers including original cataloging and card preparation using acceptable cataloging tools. (E)

Oversee and participate in the District Distance Learning programs for an assigned campus location; provide and maintain related information materials and brochures; oversee exams and scheduling as directed. (E)

Provide orientation and training to students and staff in use of library materials; conduct library orientation tours using multi-media programs. (E)

Read a variety of library related articles and book reviews to provide recommendations to the Librarian regarding future acquisitions, changes in policies and procedures, equipment and organization. (E)

Implement and coordinate inter-library loan policies; assist patrons requesting special material. (E)

Train and provide work direction to student assistants in the processing of library materials; establish procedures and priorities and review work for accuracy. (E)

Coordinate and participate in the repair, maintenance and requisition of audio-visual equipment; conduct periodic inventories; provide equipment to classrooms for instructional purposes. (E)

Prepare and maintain a variety of records, reports and files including circulation records, outstanding materials and fines, interlibrary loan records, media inventories and others. (E)

Remove obsolete or unused materials from the library collection periodically; direct the annual inventory process. (E)

Assist students and staff at the reference desk; provide information to research projects.

Prepare subject bibliographies for instructors as requested.

Represent the library on committees for the Mountain Valley Library System as assigned.

Perform special projects and conduct special research as directed.

Prepare bindery orders semi-annually.

Solicit, schedule and coordinate a variety of library exhibits regularly throughout the year.

Perform related duties as assigned.

KNOWLEDGE OF:

Current trends in library technology and automation.

Modern office practices, procedures and equipment.

Record-keeping techniques.

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

District organization, operations, policies and objectives.

Oral and written communication skills.

Technical aspects of field of specialty.

Library technical processes related to the acquisition, cataloging and classification of library materials.

Library terminology, practices and procedures.

Library materials, including supplemental publications, pamphlets, newspaper, manuscripts, periodicals, films and microforms.

Procedures used in inventory and statistical record-keeping.

ABILITY TO:

Perform para-professional library duties related to technical processing and public services.

Perform library clerical duties with speed and accuracy.

Maintain financial and statistical records.

Operate equipment available in the library learning center.

Understand and follow oral and written instructions.

Work cooperatively with others.

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: associate's degree in library science and two years increasingly responsible library experience including work in book acquisition, cataloging, reference and compilation of bibliographies.

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.