

PALOMAR COMMUNITY COLLEGE DISTRICT

SUPERVISING LIBRARY MEDIA TECHNICIAN

*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.*

DEFINITION

To supervise, assign, review and participate in the work of staff responsible for performing a wide variety of technical and clerical library work including acquiring, cataloging and circulating library materials, responding to patron requests and processing interlibrary loans; to ensure work quality and adherence to established policies and procedures; and to perform the more technical and complex tasks relative to assigned area of responsibility.

SUPERVISION RECEIVED AND EXERCISED

Receives direction from the Director, Library Media Center & Educational Television.

Exercises direct supervision over professional, technical and clerical staff.

ESSENTIAL AND MARGINAL FUNCTION STATEMENTS

Essential and other important responsibilities and duties may include, but are not limited to, the following:

Essential Functions:

1. Plan, prioritize, assign, supervise, review and participate in the work of staff responsible for performing a wide variety of technical and clerical library work including acquiring, cataloging and circulating library materials, responding to patron requests and processing interlibrary loans.
2. Establish schedules and methods for providing library services; identify resource needs; review needs with appropriate management staff; allocate resources accordingly.
3. Participate in the development of policies and procedures; monitor work activities to ensure compliance with established policies and procedures; make recommendations for changes and improvements to existing standards and procedures.
4. Recommend and assist in the implementation of goals and objectives; implement approved policies and procedures.
5. Create, implement and maintain the Online Computer Library Center; establish user access and maintain communications; serve as contact for network operations; train staff in database operations.
6. Create, implement and maintain the SIRSI library automation system; assist in the administration of all software applications and hardware configurations; initiate all system upgrades; provide daily back ups and reports.
7. Oversee the performance of original cataloging functions according to Library of Congress Classification Schedules and Subject Headings; ensure proper bar coding of all new cataloged materials.

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8. Order new library materials; search for duplication of items in current online catalog system; input order information into computer; calculate cost, tax and shipping charges.
9. Supervise the processing of interlibrary loan requests; research online bibliographic databases and other indexes; retrieve location records and process periodical materials.
10. Ensure proper maintenance of manual and computerized records and files of instructor reserve materials; send lists of materials to each instructor for verification of continuity at semester end.
11. Participate in the selection of library staff; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline procedures.
12. Participate in the preparation and administration of the library budget; submit budget recommendations; monitor expenditures.
13. Prepare analytical and statistical reports on operations and activities.

Marginal Functions:

1. Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of college library administration.
2. Perform related duties and responsibilities as required.

QUALIFICATIONS

Knowledge of:

Operations, services and activities of a college library.
Use and application of library terminology.
Methods and techniques of creating computerized library automation systems.
Principles and practices of library material classification and cataloging.
Computerized cataloging, bibliographical and circulation system data bases.
Modern office procedures, methods and equipment including computers.
Methods and techniques of customer service.
English usage, spelling, grammar and punctuation.
Principles of supervision, training and performance evaluation.
Pertinent Federal, State and local laws, codes and regulations.

Ability to:

Supervise, organize and review the work of lower level staff.
Select, supervise, train and evaluate staff.
Interpret, explain and enforce library policies and procedures.
Apply library practices and procedures in the cataloging and processing of library materials.
Create, implement and maintain online computerized library systems.
Operate computerized cataloging, bibliographical and circulation system data bases.
Respond to requests and inquiries from students and faculty.
Interpret and explain library policies and procedures.
Prepare clear and concise reports.
Communicate clearly and concisely, both orally and in writing.
Establish and maintain effective working relationships with those contacted in the course of work.

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Experience and Training Guidelines

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Four years of technical library experience including one year of administrative or lead supervisory responsibility.

Training:

Equivalent to an Associates degree from an accredited college or university with major course work in library technology or a related field.

WORKING CONDITIONS

Environmental Conditions:

Library environment; exposure to computer screens; extensive contact with students and faculty.

Physical Conditions:

Essential and marginal functions may require maintaining physical condition necessary for walking, standing or sitting for prolonged periods of time; moderate or light lifting; extensive use of computer keyboard; near visual acuity for reading computer screens.