

**MT. SAN ANTONIO COLLEGE****Human Resources****REQUEST TO FILL - STAFF and ADMINISTRATIVE POSITIONS**

**\*\*This form is used to gain approval prior to recruiting for a position.**

**Instructions for completing this form are located on the back.**

Position: Library Technician - cataloging

Department: Library

Time (FTE): 100% Term (months/year): 12

Work Schedule (Days, Hours): M-TH 11am-10pm

Salary Schedule (Range): A-76

Background and Rationale (use back of form if additional space is needed): This position is essential to carry out the cataloging of all new books, laptops, hotspots, and any other type of item the library circulates. This position also serves as backup to the circulation desk during the evening hours the library is open.

Please list any changes in the budgeted position as described above (i.e., title, time, term, etc.). \_\_\_\_\_

Please list the Account Number(s) and Budget Amount(s) that is/are being used **to fund** this Position. **This section MUST be completed in order to provide budget for the position.**

Account Number(s): 11000-321200-211000-612000 -2100 100 % Amount \$ \$97,443  
 Account Number(s): \_\_\_\_\_ % Amount \$ 94,949

**Funding:** (check all that apply) ☒ General Fund Unrestricted ☐ Restricted Funds ☐ Categorical ☐ Grant ☐ Temporary  
☐ Annual renewal of this position is contingent upon the College's receipt of continued funding

**Duration (if grant/temporary funded):** Beginning date: \_\_\_\_\_ End date: \_\_\_\_\_

**Comments:** Projection based on EZ salary projection Salary & Benefits

**Signatures:**

Romelia Salinas 6/7/2022  
 1. Requesting Manager Signature Date

Julie M. Fowler 6/15/22  
 2. Division Vice President Signature Date

Boo Boxc 06/20/22  
 3. Chief Compliance/Budget Officer Signature Date

Jika Davis-Harris 6/23/2022  
 4. Human Resources Signature Date

Suchakong 6/23/2022  
 5. Vice President, Human Resources Date

☒ Funding available ☐ Funding not available Position Number: CA9729 Contract Number: \_\_\_\_\_

**Comments:** \_\_\_\_\_

**Reviewed by President's Cabinet, the following action was taken on the above request:**

☒ Approved to fill immediately ☐ Denied ☐ Modified

If position **does not have funding**, provide funding directions: \_\_\_\_\_

Rationale: \_\_\_\_\_

William J. Smoggin June 28, 2022  
 6. Signature of President/CEO Date

## **LIBRARY TECHNICIAN, CATALOGING**

### **DEFINITION**

Under general supervision, performs a variety of more complex paraprofessional library support services; provides direct service and assistance to staff and students; provides technical and functional direction to assigned Library Technicians.

### **SUPERVISION RECEIVED AND EXERCISED**

Receives general supervision from the Dean, Learning and Library Resources. Exercises technical and functional direction and provides training to assigned staff.

### **CLASS CHARACTERISTICS**

This is a classification, within the Library Technician series, that is responsible for cataloging and collection maintenance and customer service tasks including, resolving customer issues, interpreting library policies, and cash reconciliation. Incumbents may assist patrons at public desks such as the circulation desk and throughout the library. This class is distinguished from the other levels in the class series in that it performs complex library support services requiring specialized knowledge, skill, and training.

### **EXAMPLES OF ESSENTIAL FUNCTIONS (Illustrative Only)**

1. Make necessary Fund Code entries and Discount totals in the Manage Invoices tab in Acquisitions menu.
2. Perform quality control checks by checking for duplicate items, correct call numbers on labels provided by book vendors, and make changes as necessary to keep Library Catalog current and correct for better accessibility to students, faculty, and staff.
3. Work extensively in Online Computer Library Center (OCLC) to search, retrieve, download entries, and make corrections in order to bring bibliographic records into the Library's Catalog and/or create course reserves and Local Holdings in the Reserve collection.
4. Delete Local Holdings, as appropriate, when Instructor's remove material from the Reserves collection.
5. Delete discarded titles from library catalog, as appropriate.
6. Process, maintain and create holdings for standing orders, continuations, and law collections including updates, which may occur annually, semiannually, and quarterly.
7. Trains student workers in the completion of work assignments; assists in the recruitment and selection of student workers and provides recommendations for hiring.
8. Assists students and staff at the circulation desk and directs library patrons to appropriate locations; responds to complex complaints, inquiries, questions, and requests for information; interprets and applies regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from patrons; answers calls, resolves questions and problems, or directs callers to appropriate staff as necessary.
9. Identifies damaged materials; uses discretion in resolving fee and fine disputes; collects and records fees and fines.
10. Receives and discharges library materials, registers library patrons, and makes changes to accounts as needed.
11. Maintains accurate and detailed library records including copy cataloging, verifies accuracy of information, researches discrepancies, and records information.
12. Identify and suggest solutions to resolve problems in cataloging processes; seek advice and direction as appropriate.

13. Assesses damaged books and resource materials; cleans, mends, covers, and repairs damaged books and other instructional materials; assists in the discarding of old books and materials according to established policies and procedures.
14. Searches shelves for overdue and lost items.
15. Prepares circulating materials for use.
16. Receives, logs, labels, and prepares materials for use by patrons.
17. Copy catalogs and processes continuations. Receives and checks books against invoice to verify for accuracy. Checks for duplicates and verifies that all continuations follow succession.
18. Performs a wide variety of routine clerical duties to support operations, including filing, preparing records and basic reports, developing signage and flyers, and ordering and maintaining office and other related supplies.
19. Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
20. Assist patrons with operating library equipment including microfilm reader printer, copier, and scanner.
21. Maintains copier supplies.
22. Receives and sorts delivered or returned library materials and a variety of correspondence.
23. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.
24. Performs other related duties as assigned.

## **QUALIFICATIONS**

### **Knowledge of:**

1. Basic principles and practices of providing technical and functional direction to assigned staff.
2. Standard library practices and procedures including circulation and copy cataloging.
3. Principles, practices, and techniques of effectively dealing with the public.
4. Extensive knowledge of library classifications, cataloging, and bibliographic terminology.
5. Alphabetic and numeric systems for classifying and organizing library materials.
6. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
7. Record keeping principles and procedures.
8. Principles and practices of data collection and report preparation.
9. Arithmetic principles and cash handling.
10. Modern office practices and technology, including personal computer hardware and software applications related to the work.
11. English usage, spelling, vocabulary, grammar, and punctuation.
12. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

### **Skills & Abilities to:**

1. Work extensively in OCLC to search, retrieve, download entries, and make corrections in order to bring bibliographic records into the Library's Catalog.
2. Inspect the work of assigned staff and maintain established quality control standards.
3. Train assigned staff in proper and safe work procedures.
4. Exercise judgment to implement effective courses of action to complete assigned work.
5. Maintain accurate logs, records, and basic written records of work performed.
6. Follow department policies and procedures related to assigned duties.
7. Understand and follow oral and written instructions.

8. Operate modern office equipment including computer equipment and specialized library services software applications programs.
9. Organize own work, set priorities, and meet critical time deadlines.
10. Use English effectively to communicate in person, over the telephone, and in writing.
11. Understand scope of authority in making independent decisions.
12. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
13. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

**Education and Experience:**

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

Equivalent to an Associate's degree from a regionally accredited college in library science or a related field and three (3) years of technical support experience in a library environment, or two (2) years of experience equivalent to Librarian Technician.

**Licenses and Certifications:**

None.

**PHYSICAL DEMANDS**

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, and occasionally heavier weights with the use of proper equipment.

**ENVIRONMENTAL ELEMENTS**

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.