

TITLE: Library Services Specialist I

CLASSIFICATION: Classified

SALARY GRADE: C07

SCOPE OF POSITION:

Under general supervision, performs support duties related to technical and public services operations of a library service area utilizing administrative support, technology, and public service skills, independent judgment and functional expertise in library operations. Supports the creation and maintenance of course reserve records.

DISTINGUISHING CHARACTERISTICS:

The Library Services Specialist I is distinguished from the Library Technician by the oversight of the operations of a library service area and assisting with the monitoring of a budget. This classification may serve as a lead worker to other classified staff in the area.

KEY DUTIES AND RESPONSIBILITIES:

Examples of key duties are interpreted as being descriptive and not restrictive in nature. Incumbents routinely perform approximately 80% of the duties below.

1. Develops and monitors database collection of all print, media, and digital items. Oversees lending of materials and organizes inventory of items.
2. Assists library patrons with inquiries regarding fines and fees; maintains records.
3. Evaluates patron issues and provides solutions or recommendations. Communicates service desk and library policies to patrons.
4. Guides students, patrons, and faculty in accessing library resources and using equipment, computers, printers, copiers, scanners, and electronic resources.
5. Develops and implements policies for loaning of materials. Enforces library-wide policies and maintains patron records. Serves as a liaison between public service desks and technical services.
6. Creates and maintains records to track library materials and equipment.
7. Maintains budget records and controls expenditures for the library book budget, including related departmental budgets. Verifies budget codes and availability of funds. Collects and reconciles income.
8. Hires, supervises, trains, and oversees student employees in library policies and procedures.
9. May serve as a lead worker to other classified staff in the area.

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KNOWLEDGE OF:

1. Operation of automated integrated library systems.
2. Standard library terminology, rules, and procedures.
3. Relevant local, state, and federal rules and regulations, including copyright and interlibrary loan rules and regulations.
4. Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1. Incorporate emerging technology into the area workflow.
2. Develop, interpret and implement relevant rules, policies and procedures.
3. Maintain records and perform mathematical calculations.
4. Analyze and de-escalate disruptive situations.
5. Collaborate productively and cooperatively with individuals and groups both internally and/or externally.
6. Communicate effectively, both orally and in writing.
7. Exercise appropriate judgement in interactions with others and with work processes.
8. Interact with the public in a helpful, courteous and professional manner.
9. Demonstrate sensitivity to, and respect for, a diverse population.

QUALIFICATIONS:

Candidates/incumbents must meet the minimum qualifications as detailed below, or file for equivalency. Equivalency decisions are made on the basis of a combination of education and experience that would likely provide the required knowledge and abilities. If requesting consideration on the basis of equivalency, an Equivalency Application is required at the time of interest in a position (equivalency decisions are made by the supervising administrators, in coordination with the department where the vacancy exists, if needed.)

EDUCATION:

Associate degree required.

EXPERIENCE:

1+ year of related experience working in a library.

OTHER REQUIREMENTS:

Must be able to perform physical activities such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing, crawling or walking.

SANTA ROSA JUNIOR COLLEGE COMMITMENT:

All classifications require a commitment to the District's Vision, Mission, Values, Goals and Objectives as articulated in the [Strategic Plan](#).