SANTA ROSA JUNIOR COLLEGE

TITLE: Library Services Specialist II

CLASSIFICATION: Classified

SALARY GRADE: C09

SCOPE OF POSITION:

Under general direction, assists in overseeing library operations and programs. Serves as a lead for a library technical or service area and performs duties related to the circulation of print, media, library equipment, and room scheduling. Oversees service area budget administration and accounting, building facilities and safety, and staff scheduling.

DISTINGUISHING CHARACTERISTICS:

The Library Services Specialist II is distinguished from the Library Services Specialist I by the level of independence and problem-solving skills required. This classification functions independently to manage operational workflow and services and performs specialized technical and public service tasks. Serves as a lead worker to other classified staff.

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. Oversees daily operations of a significant library unit. Provides leadership in planning, prioritizing, and organizing daily operations and workflow; develops and implements public policies and service procedures. Informs unit staff and ensures adherence to library policies and procedures.

2. Monitors and reconciles budget records and controls expenditures for various funds in the library budget; collects and reconciles book sale monies; oversees purchasing processes.

3. Coordinates the District's interlibrary loan services. Researches, analyzes, and verifies interlibrary loan requests, determines appropriate interlibrary loan lending sources, and fulfills interlibrary loan requests. Assesses fines for overdue or lost interlibrary loan materials and works with accounting department for payment.

4. Develops, catalogs, and tracks all print, media, and digital collections for the District, including cataloging, organizing, and processing materials for the reserve collection. Troubleshoots catalog issues to maintain compliance with state community college consortium guidelines.

5. Updates bibliographic records from the automated library system, including withdrawal of obsolete and damaged library materials. Performs or schedules repairs for library materials according to conservation standards.

6. Provides direct logistical support to library users including students, faculty, staff, and community members. Serves as a campus lead and point person for assigned area(s).

7. Develops financial, bibliographic, and statistical records and prepares reports for the library, college community, public, and governmental agencies.

8. Oversees the archive collections from acquisition to preservation; prepares archive materials for access and exhibits; serves as a District resource for the archive collection; assists with website and social media updates relating to the archive collection.

KEY DUTIES AND RESPONSIBILITIES – Continued

9.   Oversees electronic resource acquisition, licensing, and access management. Assists in the evaluation of electronic content vendors. Serves as a resource for faculty librarians regarding preservation, collection development, and on-going maintenance of electronic resources.

10.   Hires, onboards, schedules, evaluates, trains and supervises student employees. Trains and supervises volunteers and interns.

11.   Serves as a lead worker to other classified staff and short-term, non-continuing (STNC) employees in the area.

KNOWLEDGE OF:

1.   Operation of automated library services platform.

2.   Standard record formats for archival description.

3.   Standard library terminology, rules, and procedures.

4.   Bibliographic record and resource sharing networks, such as OCLC (Online Computer Library Center).

5.   Bookkeeping and fiscal management practices.

6.   Library of Congress Classification, Machine-Readable Cataloging (MARC), and Resource Description and Access (RDA) cataloging rules and procedures.

7.   Relevant local, state, and federal rules and regulations, including copyright and interlibrary loan rules and regulations.

8.   Applicable technology usage, including standard office productivity software and other appropriate technology.

ABILITY TO:

1.   Incorporate emerging technology into the area workflow.

2.   Recommend, interpret, and apply library department policies.

3.   Develop, interpret, and implement rules and procedures.

4.   Operate and maintain computerized library equipment.

5.   Maintain records and perform mathematical calculations.

6.   Analyze and de-escalate disruptive situations.

7.   Collaborate productively and cooperatively with individuals and groups both internally and/or externally.

8.   Communicate effectively, both orally and in writing.

9.   Exercise appropriate judgement in interactions with others and with work processes.

10.   Interact with the public in a helpful, courteous, and professional manner.

11.   Demonstrate sensitivity to, and respect for, a diverse population.

TITLE: Library Services Specialist II

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 in library services or a closely related field of study required.

EXPERIENCE:

2+ years 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.