



GADSDEN STATE COMMUNITY COLLEGE JOB DESCRIPTION

Wallace Drive Campus

Created on: 3/10/2025
Revised on: 8/21/2025

Job Title	Salary Schedule	Grade	Job No.
Library Specialist I	E5	06	SS9855
Reports To	FLSA Status	Grant Funded	Tenure Track
Director of Distance Education, Faculty Development, and Learning Resources	Non Exempt	No	Yes

JOB SUMMARY: The Library Specialist assigned to the Allen Hall library on the Wallace Drive Campus is responsible for the day-to-day operation of that library location and serving as the administrative assistant to the Director of Distance Education, Faculty Development, and Learning Resources. This dual role involves assisting with library operations; coordinating support for the College's Teaching & Learning Center, ORI 101 program, and other related initiatives; and performing a broad range of administrative and organizational tasks. The TLC Support Library Specialist plays a critical role in ensuring the effective delivery of services across the College's libraries and academic support units.

QUALIFICATIONS:

- ◆ Two (2) years of postsecondary education with a minimum of 15 semester hours in a related field from an approved U.S. Department of Education accredited institution **required**.
- ◆ At least one (1) year of experience in a computerized office, library, or archive environment *preferred*.
- ◆ Experience working with purchasing and requisitions within a public organization *preferred*.
- ◆ Experience with the Canvas LMS, library systems, and/or related educational technologies, including cataloging and circulation software *preferred*.
- ◆ Experience working in a public institution of higher education or public school *preferred*.

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES:

- ◆ Technical support experience with proficiency in operating office and library equipment such as computers, scanners, copiers, and telephones.
- ◆ Strong organizational and customer service skills, with the ability to multitask and maintain accurate records.
- ◆ Proficiency in word processing and spreadsheet software, with strong keyboarding skills and the ability to make accurate mathematical computations and tabulations with reasonable speed.
- ◆ Knowledge of standard office and library methods, procedures, and institutional routines.
- ◆ Ability to learn and adapt to new software applications, technologies, and assigned clerical tasks readily.
- ◆ Effective oral and written communication skills, with the ability to understand and follow both oral and written instructions.
- ◆ Strong interpersonal skills for maintaining effective and positive working relationships with students, faculty, staff, and the public.
- ◆ Demonstrated ability to work both independently and collaboratively as part of a team.
- ◆ Ability to maintain confidentiality of sensitive information with attention to detail and discretion.

DUTIES:

Library Services:

- Maintaining a workspace within the Allen Hall library and responsible for the daily operations of that library location and assisting students and faculty with library services.
- Monitor and maintain library resources, ensuring they meet the needs of the department and patrons
- Coordinate the scheduling and staffing of the library location to provide optimal service to students and faculty
- Manage the circulation desk, handling check-ins, check-outs, and processing of library materials
- Maintain systematized shelving and organization of library collections, ensuring easy accessibility
- Assist library patrons with locating and utilizing library resources, equipment, and services
- Assist library patrons with searching and accessing the library's electronic resources.
- Request new materials for the library under their supervision and ensure that those materials are processed and made accessible to patrons
- Collect fines for overdue materials, manage payment processes, and maintain accurate records of lost or non-returned items
- Send overdue notices and handle all circulation-related correspondence
- Operate and maintain library equipment, including computers, scanners, and copiers
- Support the planning, implementation, and evaluation of library programs and learning resource initiatives
- Provide subject-specific expertise to patrons as needed and collaborate with librarians in program development

Administrative Support:

- Performs clerical duties for the TLC, Library, and ORI 101 program
- Processes employee paperwork and enters into Banner and other systems
- Assists with preparation of letters of appointment
- Provide support and assistance to the ORI 101 instructor and department director with maintaining the ORI 101 class schedule in OneACCS/Banner
- Set up and maintain personnel files; maintains the security and confidentiality of all personnel information, files, and documents
- Maintain and prepare monthly absentee and leave reports for the Division's faculty and staff.
- Maintain internal records of office and instructional supply expenses and requisitions supplies as needed
- Checks budget accounts; keeps a small set of departmental fiscal records; arranges for transportation or accommodations for staff
- Processes and distributes mail in the division
- Maintains files of reports, records, correspondence, and equipment inventories
- Manages and documents TLC technology and materials loaned to instructors for instruction
- Obtains, gathers, and organizes essential data as needed and compiles the data in a usable form

Teaching & Learning Center and Distance Education Support:

- When assisting students in the library, or when otherwise necessary, the Library Specialist will:
 - Assist faculty and students with activities related to the College's Learning Management System (LMS), including, but not limited to, troubleshooting basic technical issues, providing guidance on using LMS tools, and helping upload course content
 - Provide support to the Instructional Designer(s) with the implementation of course design and/or training initiatives
 - Provide support facilitating faculty training sessions on utilizing the LMS effectively for online, hybrid, and blended courses, collaborating with the Teaching & Learning Center to deliver workshops or one-on-one support
 - Assist students with navigating the LMS, submitting assignments, participating in discussions, and accessing learning resources
 - Assist in the proctoring of online exams, ensuring compliance with testing guidelines, and supporting students using proctoring technologies (e.g. Honorlock assistance)
 - Provide technical support to faculty, staff, and students utilizing distance learning technologies, such as video conferencing tools, lecture capture software, and other digital media resources
 - Maintain an up-to-date understanding of new tools and technologies that can enhance the online learning experience and assist in their implementation

Other Duties:

- Learn new software applications as needed
- Exhibits initiative to pursue and learn additional tasks as needed
- Ensure compliance with all library and college policies and procedures
- Perform other duties as assigned
- Comply with all policies of the Alabama Community College System and the College

Note: The intent of this description is to provide a representative summary of the essential functions that will be required of positions given this title and should not be construed as a declaration of specific duties and responsibilities of any position. Employees will be assigned specific job-related duties through their hiring departments. Specific job-related duties assigned by hiring departments shall be consistent with the representative essential functions listed above and shall not be construed as expanding a particular position's role, scope, FLSA status, or grade.

Physical Demands and Work Environment:

The physical demands and work environment characteristics described below represent those that an employee may encounter and must meet to successfully perform the essential functions of this job. Reasonable accommodation may be made to enable individuals with disabilities to perform these essential functions.

Physical Demands:

- ◆ Mobility: Primarily sedentary work with occasional standing, walking, bending, and reaching to retrieve and shelf materials
- ◆ Manual Dexterity: Regular use of standard office and library equipment, such as computers, scanners, printers, and copiers
- ◆ Lifting: Ability to lift and carry materials weighing up to 25 pounds, including books, periodicals, and office supplies
- ◆ Communication: Clear and effective verbal and written communication skills are essential for assisting patrons, faculty, and staff

Work Environment:

- ◆ Setting: The position is based in a library and office environment within an educational institution, with occasional work in a classroom or training setting
- ◆ Travel: Occasional travel may be required between library locations or to attend professional development workshops and meetings
- ◆ Schedule: Standard work hours are expected; however, flexibility may be necessary to accommodate library hours, student needs, and training sessions
- ◆ Interaction: Regular collaboration with students, faculty, staff, and external partners to provide library and distance learning support

Reviewed by: Director of Human Resources, Dean of Academic Programs and Services

Printed Employee Name: _____

Employee Signature: _____ **Date:** _____