

| JOB TITLE | LEVEL | GRADE | JOB. NO. |
|-----------------------|-------|-------|----------|
| Library Specialist II | E-5 | 05 | 202 |

DEFINITION

Employees in this class perform a variety of tasks related to the acquisition, preparation, and utilization of library materials and to the installation, operation, maintenance, and utilization of assigned media equipment.

Work normally involves the application of initiative and independent judgment, but in the more technical aspects of the work, the employee would confer with supervisor on matters of policy and deviations from established procedures.

EXAMPLES OF WORK PERFORMED

(Any one position may not include all of the duties listed, nor do the examples cover all of the duties which may be performed.)

- ◆ Assists at circulation desk, performing all duties related to circulation of materials for students, Gadsden State Community College personnel, and citizens of the community.
- ◆ Handles checking in and checking out materials.
- ◆ Enters and maintains user data via the computer.
- ◆ Shelves materials and maintains systematized shelves of material.
- ◆ Processes and files periodicals, newspapers, etc.
- ◆ Assists in the preparation of periodicals for binding.
- ◆ Maintains files of lost or non-returned materials; sends overdue notices and other correspondence relative to the circulation of materials; collects fines and payment for lost materials.
- ◆ Assists in preparation of reports relative to acquisition and cataloging of materials.
- ◆ Operates computers and other library equipment as required.
- ◆ Assists users in accordance to the degree and depth of training and experience of employee.
- ◆ Maintains schedules for the Projection Room and the Library Conference Room.
- ◆ Laminates instructional materials.
- ◆ Duplicates audio tapes which support the instructional program.
- ◆ Complies with all policies of the Alabama Community College System and the College.
- ◆ Performs other duties as assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

- ◆ Effective oral and written communication skills.
- ◆ Knowledge of library/office methods and procedures and familiarity with the operation of standard office equipment.
- ◆ Knowledge of word processing and spreadsheet software (*Computer Level I Exam*).
- ◆ Ability to understand and follow oral and written instructions.
- ◆ Ability to learn to operate and make simple repairs to assigned media equipment.

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REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES *(CONTINUED)*

- ◆ Ability to learn assigned clerical tasks readily and to adhere to prescribed institutional routines.
- ◆ Ability to use the telephone effectively.
- ◆ Ability to establish and maintain effective working relationships with students, other employees, and the public.
- ◆ Ability to maintain confidentiality of information.

QUALIFICATIONS

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| Education: | Associate degree <i>required.</i> |
| Experience: | <i>Three (3) years of experience as Library Specialist I.</i> |
| Personal Qualities: | Friendly personality; enthusiastic, positive attitude; evidence of trustworthiness and ethical conduct; effective human relations skills; strong work ethic. |