College of the Redwoods   Position Description

Position: Library Systems Technician	Position Number: CLIBRSTECH
Department: Learning Resource Center	FLSA: non-Exempt
Reports to: Director, Learning Resource Center	Salary Grade: 116

Summary

Reporting to the Director, Learning Resource Center, the Library Systems Technician performs all copy cataloging for the district library, ensures the currency, integrity, and proper operation of the integrated library system, and oversees the operation of the library's electronic resources.

Essential Duties and Responsibilities

- Retrieves records, prints labels, and ensures library holdings are accurately reflected in the OCLC union catalog using OCLC Connexion.

- Imports records retrieved from OCLC into the integrated data system.

- Modifies MARC-formatted records to reflect an item's local status (e.g. location, item type, and barcode).

- Verifies that data records (bibliographic, holding, item, authority, patron, etc.) are current, consistent, and conform to professional and local policies. Deletes records as required.

- In cooperation with other functional areas (especially acquisitions and processing), develops and maintains workflows ensuring efficient movement of items from receipt to shelf.

- Develops, modifies, produces and maintains reports and monthly and annual statistics pertaining to the integrated library system and the library's electronic resources (e.g. NetLibrary, ProQuest, EBSCO, etc.)

- Establishes and maintains system policies, calendars, permissions, and passwords.

- Modifies the integrated system to reflect local policy changes (e.g. setting up new item types).

- In cooperation with the Faculty Librarian, implements modifications to the system's public web-based interface.

- Prepares for and oversees regular upgrades of the system.

- Troubleshoots and resolves problems in the system and the library's electronic resources.

- Serves as the primary software contact person for all of the library's electronic resources.

- Trains staff on use of the integrated library system as required.

- Creates, revises, and periodically reexamines written policies pertaining to cataloging and systems.

- Maintains software manuals and develops additional documentation as needed.

- Stays current on changes and enhancements to the system (including monitoring the listserv and attending training as time and funds allow), and tracks professional and industry trends regarding library technology generally.

- Assists with technology planning, including assessing the feasibility and desirability of various technology initiatives.

- Other related duties as assigned.

Knowledge and Skills

- Knowledge of post secondary education.

- Communication skills to conduct individual instruction and technical assistance to staff on the use of library technical processing software programs

- Knowledge of Library operations, goals and objectives.

- Sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.

- Knowledge of MARC records to perform copy cataloging and identify record problems.

- Interpersonal skills necessary to work effectively with other functional units of the library, all of which interface in some way with cataloging and systems functions.

- In-depth technical knowledge of library principles, practices, and systems.

- Thorough knowledge of an integrated library system.

- Knowledge of Windows Operating Systems, spreadsheets, word processing, and database software.

Abilities

- Ability to perform all duties of the position with only general supervision and support.

- Ability to accurately follow detailed procedures.

- Ability to maintain a well organized and attractive library setting.

- Ability to apply and explain library services, layout, rules, and policies.

- Ability to maintain the circulation area in a manner conducive to support research and studying.

- Ability to deal courteously with library patrons including students and faculty.

- Ability to perform routine clerical and record keeping duties.

Physical Abilities

Requires ambulatory ability to sit for extended periods of time. Requires sufficient hand, arm, and finger dexterity to operate computer keyboard or other office equipment. Requires visual acuity to read words and numbers as well as view a CPU monitor. Requires speaking and

hearing ability sufficient to hear over a phone and carry on routine conversations and project voice to a small group.

Education and Experience

- B.A. or B.S. degree in a related field plus two years of library work experience or an AA degree and 4 years of library work experience. At least one year of work experience must be in the area of cataloging.