

<b>NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION</b>
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Job Title:	Library Services Coordinator	Range:	44
Date Revised:		Date Approved:	April 8, 2003

**PRIMARY PURPOSE**

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties in support of a college library and managing library functions to assure efficient operations.

**ESSENTIAL FUNCTIONS**

*Examples of essential functions are interpreted as being descriptive and not restrictive in nature.*

1.	Performs advanced library administrative duties independently at the direction of the head of a college library; manages daily activities to assure efficient operations; provides information to departments, personnel, students and the public on the phone and in person; answers questions and resolves problems requiring specialized and extensive knowledge of library services.
2.	Trains and provides work direction and guidance to paraprofessional library employees and student assistants as directed; prepares and maintains work schedules and assigns projects to staff; provides input regarding staff performance and evaluations.
3.	Oversees the daily operation of the circulation department; assists in formulating library policies and procedures; resolves patron disputes; maintains circulation module of the library information system; assists in troubleshooting hardware and software problems.
4.	Assists in the compilation and preparation of budgets; maintains department expenditures and budgets; approves expenditures within established guidelines; calculates and submits time sheets; responds to inquiries regarding financial issues.
5.	Prepares and maintains a variety of complex records and reports; inputs and retrieves computerized data as required; assists with special projects as assigned.
6.	Composes and prepares correspondence independently; develops and revises schedules and forms; compiles and prepares complex and difficult statistical and narrative reports from a variety of sources; greets visitors and directs to appropriate personnel; initiates and answers telephone calls.
7.	Orders supplies and equipment, and prepares purchase requisitions; tracks orders to assure delivery and payment; processes facilities maintenance requests.
8.	Trains and provides work direction and guidance to others as directed.
9.	Learns and applies emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner.
10.	Perform related duties as assigned.

**OTHER FUNCTIONS**

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## **WORKING RELATIONSHIPS**

The Library Services Coordinator maintains frequent contact with various District departments and personnel, faculty, students and the public.

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## **EDUCATION AND EXPERIENCE**

### **Required Qualifications**

High school diploma or GED supplemented by a minimum of thirty (30) semester units of college-level course work;

Minimum five (5) years technical and clerical library experience.

### **Desirable Qualifications**

College-level course work in library science/technology;

Experience working in a college or university library.

## **KNOWLEDGE, SKILLS, AND ABILITIES**

Knowledge of library policies, procedures, and practices

Knowledge of Library of Congress classification system

Knowledge of on-line bibliographic databases

Knowledge of cataloging rules and standards

Knowledge of District organization, operations, policies and objectives

Knowledge of applicable sections of State Education Code and other applicable laws

Knowledge of organization, policies and rules

Knowledge of modern office practices, procedures and equipment

Knowledge of record-keeping techniques

Knowledge of basic bookkeeping procedures

Knowledge of correct English usage, grammar, spelling, punctuation, and vocabulary

Knowledge of various computer software applications

Ability to perform complex and technical paraprofessional duties in a community college library

Ability to interpret, apply and explain rules, regulations, policies and procedures

Ability to make arithmetic calculations quickly and accurately

Ability to operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.

Ability to analyze situations accurately and adopt an effective course of action

Ability to plan, organize and prioritize work

Ability to work and interact with the public

Ability to work independently with little direction

Ability to complete work efficiently with many interruptions

Ability to work confidentially with discretion

Ability to meet schedules and time lines

Ability to understand and follow oral and written directions

Ability to communicate effectively, both orally and in writing

Ability to understand scope of authority in making independent decisions

Ability to train and provide work direction to others

Ability to review situations accurately and determine appropriate action according to established guidelines

Ability to establish and maintain effective working relationships with others

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## **SPECIAL REQUIREMENTS**

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**WORKING CONDITIONS**

College library environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); repetitive use of upper extremities including hand coordination activities.

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