



Job Title: Learning Services Paraprofessional

CLASSIFICATION DESCRIPTION

Department: Learning Resources

Pay Grade: 101

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position coordinates an assigned section, process, or unit of a library and may also supervise clerical employees in area of assignment. Responsibilities may include: ensuring library policies and procedures are adhered to; prioritizing and assigning tasks to employees; compiling and analyzing library operational data; working with integrated library systems; selecting and cataloging library material; processing inter-library loan materials; providing technology support to students and public patrons; conducting learning center tours; preparing reports; and performing the duties of the assigned employees.

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- Supervises staff (including student workers) to include: prioritizing and assigning work; implementing policies and procedures; ensuring that employees follow policies and procedures; ensuring staff are trained; and maintaining a healthy and safe working environment.
- Processes the paperwork needed to hire student employees; keeps track of deadlines to re-hire/re-process current student employees each semester.
- Coordinates library operations, which includes implementing and monitoring library policies and procedures, tracking and reviewing operational data, and developing operational reports.
- Reviews, maintains, and monitors collections in assigned area of responsibility; recommends additions and removal of collection items; processes purchased and donated materials; orders supplies and catalogs materials; and performs related activities.
- Provides technical support to students, faculty, students, and staff.
- Performs a wide range of library circulation activities, which includes: assisting and training patrons, student workers, faculty, and staff in finding print and electronic resources; ascertaining and responding to patron's needs; searching for and pulling materials from shelves for patrons; processing incoming and outgoing library materials; obtaining payments for fines; creating and updating patron records; placing materials on hold;

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making interlibrary loan requests; communicating library policies and procedures to patrons; and/or performing related activities.

- Performs a variety of technical duties including collecting fines and payments; sending overdue notices; entering information into a database; and making monetary deposits.
- Orders supplies for the campus Learning Resources Center; keeps track of budget allocations, budget spending, supply amounts, and staff needs.
- Conducts visitor tours; assists with classroom instruction with librarian.
- Promotes library, tutoring services, and events.
- Works on special projects.
- Prepares, reviews and approves a variety of operational records and reports.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; no experience required but some related library support experience desired; or any equivalent combination of education, training, and experience which provides the requisite knowledge, skills, and abilities for this job.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Supervisory principles;
- Customer service principles;
- Library operations, principles, and practices;
- Applicable federal, state, and local laws, rules, regulations, codes, and/or statutes;
- Automated library system software applications;
- Basic collection maintenance and development principles;
- Modern office procedures; and
- Computers and related software applications.

Skills in:

- Prioritizing and assigning work;
- Monitoring and evaluating employees;
- Applying applicable federal, state, and local laws, rules, and regulations;
- Providing customer service;
- Monitoring and maintaining applicable library collections;
- Processing incoming and outgoing library materials;
- Operating automated library systems;
- Cataloguing library items;
- Providing clerical support;
- Using a computer and related software applications; and
- Communication, interpersonal skills as applied to interaction with assigned employees, coworkers, supervisor, the general public, etc. sufficient to exchange or convey information and to give and receive work direction.

Ability to:

- Prioritize and assign work; and
- Monitor and evaluate employees.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

May require Florida Driver's License if travel is required.

PHYSICAL DEMANDS

This work typically requires the following physical activities to be performed. A complete description of the activities below is available upon request from Human Resources.

(X = Required to perform essential job functions)

Physical Activities		Physical Activities	
Balancing – maintain equilibrium to prevent falling while walking, standing, or crouching.		Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.		Reaching – extending hands or arms in any direction.	
Crawling – moving about on hands, knees, or hands, feet.		Repetitive Motion – substantial movements of wrists, hands, fingers.	<u>X</u>
Crouching – bending body forward by bending leg, spine.		Speaking – expressing ideas with spoken word, convey detailed, important instructions accurately, concisely.	<u>X</u>
Feeling – perceiving attributes of objects by touch with skin, fingertips.		Standing – for sustained periods of time.	<u>X</u>
Fingering – picking, pinching, typing, working with fingers rather than hand.	<u>X</u>	Stooping – bending body downward, forward at waist, with full motion of lower extremities and back.	
Grasping – applying pressure to object with fingers, palm.		Talking 1 – expressing ideas by spoken word.	<u>X</u>
Handling – picking, holding, or working with whole hand.	<u>X</u>	Talking 2 – shouting to be heard above ambient noise.	<u>X</u>
Hearing 1 – perceiving sounds at normal speaking levels, receive information.	<u>X</u>	Visual Acuity 1 – prepare, analyze data, transcribing, computer terminal, extensive reading.	<u>X</u>
Hearing 2 – receive detailed information, make discrimination in sound.	<u>X</u>	Visual Acuity 2 – color, depth perception, field of vision.	<u>X</u>
Kneeling – bending legs at knee to come to rest at knees.		Visual Acuity 3 – determine accuracy, neatness, observe facilities/structures.	
Lifting – raising objects from lower to higher position, moving objects side to side, using upper extremities, back.		Visual Acuity 4 – operate motor vehicles/heavy equipment.	
Mental Acuity – ability to make rational decisions through sound logic, deductive reasoning.	<u>X</u>	Visual Acuity 5 – close acuity for inspection of small defects, machines, use measurement devices, or fabricate parts.	
Pulling – use upper extremities to exert force, haul or tug.		Walking – on foot to accomplish tasks, long distances, or site to site.	

TYPE OF WORK

Work performed is primarily:

- Sedentary work*: Exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.
- Light work*: Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force to move objects.

- Medium work:* Exerting up to 50 pounds of force occasionally, and/or up to 30 pounds of force frequently, and/or up to 10 pounds of force constantly to move objects.
- Heavy work:* Exerting up to 100 pounds of force occasionally, and/or up to 50 pounds of force frequently, and/or up to 20 pounds of force constantly to move objects.
- Very heavy work:* Exerting in excess of 100 pounds of force occasionally and/or in excess of 50 pounds of force frequently, and/or in excess of 20 pounds of force constantly to move objects

WORK ENVIRONMENT

May be required to work hours other than the regular schedule including nights and weekends. Work may require some light travel.

This position requires regular and reliable attendance and the employee's physical presence at the workplace.

May be subjected to dust, poor ventilation, inadequate lighting, and workspace restrictions.

Work is performed in a safe and secure work environment that may periodically have unpredicted requirements or demands.

To perform this job successfully, an individual must be able to perform the essential job functions satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the primary job functions described herein. Since every duty associated with this position may not be described herein, employees may be required to perform duties not specifically spelled out in a job description, but which may be reasonably considered to be incidental in the performing of their duties just as though they were actually written out in a job description.

St. Petersburg College has the right to revise a classification or job description at any time. This description does not represent in any way a contract of employment.