



Job Title: Senior Library Services Technician

CLASSIFICATION DESCRIPTION

Department: Learning Resources

Pay Grade: 102

FLSA Status: Non-exempt

Remote Work Eligible: No

JOB SUMMARY

This position processes interlibrary loan requests and catalogs assigned materials or collections. Duties may include: ordering books, audio video materials and supplies; creating and editing catalog records; verifying bibliographical data, call numbers and subject headings; processing interlibrary loan requests; maintaining the serial collection; maintaining records; compiling reports; and performing the duties of the assigned workers

DISTINGUISHING CHARACTERISTICS

N/A.

ESSENTIAL JOB FUNCTIONS

- 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; 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.
- Manages and resolves loan issues.
- Participates in ordering and maintaining library materials, which may include: assisting in determining materials to discard; processing purchased and donated materials; ordering supplies and cataloging materials; and performing related activities.
- Performs opening/closing procedures; cleans student computer banks; submits work orders; makes copies; maintains office supplies; refills printers; prepares event materials; and ensures time sheets are completed.
- Checks out audio-visual items, books, musical instruments, and museum passes to patrons.
- Maintains inter-library resource-sharing records; makes requests; receives/returns materials; and furnishes materials upon requests from other library sites.

Prepared: February 2023

- Keeping track of statistics related to public library and student use including number of students assisted, technical questions, and phone references.
- Instructs patrons on the use of cloud-based pay-for print system; collects payments for print cards, maintains and troubleshoots printing issues; and assists public patrons with computer (hardware and software) issues.
- Creates College ID cards for students, faculty, and staff.
- Schedules student room reservations.
- May work in the integrated library system (ALMA) and international database (OCLC) to maintain accurate records by: creating, adding, withdrawing, correcting and deleting catalog records; verifying bibliographic data, call numbers, and subject headings; and running reports.
- May participate and prepare for collections review and program accreditation.
- May design and present various programs within the libraries.
- Design and present various programs within the libraries.
- Prepares and maintains a variety of operational records.
- Performs other duties as assigned.

MINIMUM EDUCATION AND EXPERIENCE REQUIREMENTS

Associate degree; two (2) years of library support experience; 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:

- Customer service principles;
- Library operations, principles, and practices;
- Automated library system software applications;
- Basic collection maintenance and development principles;
- Modern office procedures; and
- Computers and related software applications.

Skills in:

- 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:

- Dealing with difficult patrons.

CERTIFICATION, LICENSE AND SPECIAL REQUIREMENTS

May require Florida Driver's License if travel is required.
Completion of Fair Use Copyright course for academic libraries desired.

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.	<u>X</u>	Pushing – use upper extremities to press against objects with force, or thrust forward, downward, outward.	
Climbing – ascending, descending ladders, stairs, ramps, requires body agility.	<u>X</u>	Reaching – extending hands or arms in any direction.	<u>X</u>
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.	
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.	<u>X</u>
Grasping – applying pressure to object with fingers, palm.	<u>X</u>	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.	
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.		Visual Acuity 2 – color, depth perception, field of vision.	
Kneeling – bending legs at knee to come to rest at knees.	<u>X</u>	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.	<u>X</u>	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 dynamic environment that requires sensitivity to change and responsiveness to changing goals, priorities, and needs.

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.