

Position: Library Services and Systems Coordinator	Position Number:
Department:	FLSA: Non-exempt
Reports to: Director of LRC & Library	Salary Grade: 121

Summary

Under the general direction of the Director of the Learning Resource Center and Library, the Library Coordinator organizes, coordinates and performs professional level work in the administration of the library and associated programs; serves as an advocate for the library and library services, works with faculty and staff concerning the program, and performs related duties as required or assigned.

Essential Duties and Responsibilities

- Coordinates and performs required support for all functions of the library, including overseeing the daily operations of the library;
- Provides information to students and others regarding the program;
- Serves as an advocate of the resources provided by the library;
- Coordinates workshops provided by faculty librarians to promote awareness of and direct utilization of the library;
- Serves as a liaisons to library professionals in the CCCCCO;
- Stays current on changes and enhancements to library technology;
- Maintains data and prepares reports;
- May participate in problem solving issues between faculty and staff;
- Serves as liaison to library professionals in the CCCs;
- Maintains accurate records, files, and databases;
- Serves as the primary software contact person for all of the library's electronic resources, including but not limited to OCLC, NetLibrary, ProQuest, and barcodes;
- Retrieves records, prints labels, and ensures library holdings are accurately reflected in the OCLC union catalog using current technologies;
- 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);
- Ensures that data records (bibliographic, holding, item, authority, patron, etc.) are current, consistent, and conform to professional and local policies;
- In cooperation with other functional areas (especially acquisitions and processing), develops and maintains workflows ensuring efficient movement of items from receipt to shelf;
- Modifies the integrated library technology system to reflect local policy changes (e.g. setting up new item types);
- In cooperation with faculty librarians, implements modifications to the system's public web-based interface;
- Prepares for and oversees regular upgrades of technological systems as needed;
- Trains staff on the use of the integrated library system as required;
- Maintains software manuals and develops additional documentation as needed;

- Perform other duties as assigned to support the overall objective of the position;

Qualifications

Knowledge and Skills

Knowledge of:

- Basic principles of library program administration
- Techniques for dealing with individuals from diverse academic, ethnic, socioeconomic, and cultural backgrounds
- Basic goals and functions of an educational institution
- Program coordination principles and practices, which may include program planning, development, implementation, and evaluation
- Basic budgetary principles and practices
- Computer applications related to the work
- Standard office practices and procedures, including recordkeeping, filing, and the operation of standard office equipment
- Correct English usage, including spelling, grammar, and punctuation
- Sufficient human relations skills to convey technical and procedural information to others, make presentations to small groups, and exercise patience when working with a diverse student population

Abilities

Skill in and Ability to:

- Interpret, apply, and explain complex rules and regulations
- Plan, organize, and provide programmatic support in the assigned areas
- Represent the College with community groups, organizations, and government agencies
- Prepare reports, correspondence, and other written materials
- Organize work, setting priorities and meeting critical deadlines
- Exercise sound judgment within policy and procedural guidelines
- Maintain accurate records and files
- Establish and maintain effective working relationships with those contacted in the course of the work
- Communicate effectively both orally and in writing
- Lead discussions and make presentations to large and small groups
- Demonstrate initiative, creativity, team work, conflict resolution/decision making skills
- Demonstrate sensitivity to the needs and concerns of a diverse college population

Physical Abilities

Requires hand-arm-eye coordination to operate a personal computer keyboard. Requires visual acuity to recognize words and numbers. Requires auditory ability to carry on conversations and to project voice to small groups.

Education and Experience

Bachelor's degree required plus 2 years work experience in a library environment; additional relevant work experience may substitute for education.

Licenses and Certificates

Requires a valid driver's license.