West Valley - Mission
Community College District

**Class Specification**

# Senior Library Media Technician

Classified Position (Non-Exempt Status)
Classified Office, Technician & Business Services Salary Schedule – Range 58

## Definition

To organize, assign, and review the work of assigned staff engaged in operation of a community college campus library or Learning Resources and Success Center; to perform duties requiring specialized knowledge; and to provide technical support to an assigned supervisor.

## Distinguishing Characteristics

This is the advanced journey level in the Library Media Technician series. Positions at this level are distinguished from other classes within the series by the level of responsibility assumed, complexity of duties assigned, independence of action taken, by the amount of time spent performing the duties, and by the nature of the public contact made. Employees perform the most difficult and complex work of the unit including overseeing a campus library or Learning Resources and Success Center and providing technical and functional oversight of technical staff. Employees at this level are required to be fully trained in all procedures related to assigned areas of responsibility.

## Supervision Received and Exercised

Receives direction from an assigned supervisor.

Exercises technical and functional oversight over assigned technical staff.

## Examples of Essential Duties

Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of staff assigned to a variety of library duties involving direct services to students, staff, faculty, and community members.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Collect payments; post and clear library debts using appropriate college database systems; reconcile receipts.
- Set up, operate, and demonstrate public computer workstations and associated instructional and library equipment; schedule and coordinate equipment maintenance and repairs.
- Coordinate the recruitment, selection, and training of student assistants.

- Research vendors and order materials for the library collection using advanced methodology and multiple resources; assure that materials comply with relevant laws and regulations.
- Resolve patron conflicts and issues; maintain security and enforce rules of conduct; troubleshoot and monitor the book detection system.
- Track and monitor budget activity; may participate in budget development.
- Perform the most difficult work related to day-to-day operations of a campus library or Learning Resources and Success Center, including communicating with instructors to ensure that class reserve materials are accurate and available to students, and monitoring required textbook lists in conjunction with class schedules and usage statistics.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.
- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

# Minimum Qualifications

### Knowledge of

- Principles and practices of technical and functional oversight and training.
- Practices, procedures, and terminology of library operations.

### Ability to

- Provide technical and functional oversight over assigned staff and effectively train staff.
- Perform the most complex duties related to operation of a college library.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Provide assistance to students in a library or learning center environment at the community college level.
- Operate, maintain, and demonstrate the use of specialized equipment and software used in libraries and learning resources centers.
- Prepare and maintain statistical records, reports, databases, files, and lists.
- Use sound judgment in recognizing scope of authority.
- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

# Experience and Education

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

### Experience

Two years of responsible journey level experience similar to Library Media Technician with the West Valley-Mission Community College District.

## Education

Equivalent to an Associate's degree from an accredited college with major coursework in library technology or a related field.

*EEO Category: Technical/Paraprofessional*
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