

Job Description

Title: Library Assistant - Access Services
Department: Library Services
Reporting Manager: Dean, Academic Support & Effectiveness
Direct Reports: None
FLSA: None-Exempt
Expected Hours of Work: 40

Salary Range: \$35,689 - \$50,150
Salary Band: B22
FY20 Budget:
Account Number:
ICCB Class:
KC Status (Class): KCSS Support Staff
POSD:

Job Summary:

Assist Dean in coordination of work-flow of part-time clerical and student workers for Library functions which enable the use of the collections, including: Circulation; Reserves; Shelving and reshelving of materials; Stack maintenance; Ordering, receiving and preparation of new collection items for the shelves; Inter-library loan; Signage and announcements; and collection security; Maintenance and production of financial and statistical records for the Academic Support Division; Preparation of materials, displays, programs and events to promote library materials and services.

Supervisory Responsibilities: None.

Minimum Qualifications/Basic Job Requirements:

- Associate's Degree
- 1-3 years' experience in a general office setting

Illustrative Examples of Essential Functions:

- Provide quality customer service at the Circulation Desk including, reception duties, receiving guests, answering phones, receiving and responding to correspondence.
- Coordinate the day to day operations of the circulation desk, including: documenting current procedures; training and coordinating work activity of staff and student workers in circulation functions, consortium obligations, general routines, phone etiquette; creating desk schedules and coordinating the coverage of the circulation desk to ensure adequate staffing at all times; coordinating and communicating with consortia and inter-library loan delivery services; coordinating and communicating with Tutoring Services in shared space.
- Responsible for timely, proper shelving of print materials, routine shelf reading & maintenance, proper order and positive appearance of the Library.
- Manage the Course Reserves system
- Assist in providing controls to ensure no loss of inventory.
- Process fines, fees, and departmental chargebacks and maintain petty-cash box using sound fiscal controls.
- Maintain records and provide reports, statistics and other documentation relating to gate count, usage, circulation activity, holdings, inter-library loans, grants and donations, fines and fees totals, expenditures and program effectiveness.
- Assist in the creation and maintenance of unit reports, manuals, proposals and communications.
- Coordinate the procurement of materials and supplies for the Library and Academic Support units.

- Assist in the management of the inter-library loan and resource sharing processes, procedures and reporting compliance for Illinet, consortium, and CONTU.
- Assist in the planning, implementation and promotion of library services, resources, events and displays.
- Assist library technical staff in translating library policy and procedures into automated library system function and maintenance of library relational database.
- Provide support to library users in the use of library resources and technology.
- Assist with the production of College photo ID cards.
- Perform other duties of a similar nature as directed.

(Core Competencies) Knowledge, Skills, and Abilities:

- Possess excellent organizational skills
- Have knowledge, with a strong emphasis in research processes and problem solving techniques
- Ability to effectively manage multiple and competing priorities
- Demonstrate clear and effective written and verbal communication skills
- Provide strong and clear communication, customer service, and inter-personal skills
- Self-initiative and ability to work independently
- Able to cooperatively work with diverse groups of students and staff
- Understanding of general administrative processes and procedures
- Understanding of Microsoft Office Productivity Suite
- Understanding of basic computer operations and office equipment
- Demonstrates efficient keyboard and data entry accuracy and speed

Workload Summary:

(Special physical requirements necessary for performance of the job)

- Work is normally performed in a general office setting.
- Work is conducted in a busy office environment with frequent interruptions.
- This position requires light physical activity and movement, however there may be some instances where this position would be required to move books and materials that may be in excess of 20lbs.

Disclaimer:

Kishwaukee College is an Equal Employment Opportunity Employer and any reasonable and timely accommodations in compliance with the Americans with Disabilities Act will be made upon documented request by the employee.