Job Description

Title: Assistant – Technical Services   Salary Band: B22
CBA Position: KCSS   Band Range: $33,756-$47,259
Department: Library Services   FY14 Budget:
Reporting Manager: Dir., Library Services   Account Number:
Direct Reports: None   ICCB Class:
FLSA: Non-Exempt   KC Status (Class): Support Staff
Expected Hours of Work: 40   POSD:

Job Summary:
Responsible for updating and maintaining library databases and related records. Maintains the library's bibliographic database and works with IT and other Library staff to evaluate and improve the technical features to aid databases accuracy and user access.
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Supervisorial Responsibilities: None, but may coordinate the activities of part time or student workers.

Minimum Qualifications/Basic Job Requirements:
* Associate's degree
* 1-3 years of general office experience
* At least 1 year of experience in a library

Illustrative Examples of Essential Functions:
* Adds and maintains records in both local and consortial library catalogs for print and non-print materials using bibliographic utilities; creates original cataloging records as needed.
* Performs cataloging maintenance in library consortia databases as required by participation agreements.
* Work with IT, Library staff, and CARLI (Consortium of Academic and Research Libraries in Illinois) to evaluate, implement, and improve server utilities, batch jobs, and automated system technical features that aid the accuracy and user access.
* Prepare and provide reports as needed.
* Provide support to library users in the use of library resources and technology.
* Assist the Circulation Desk and perform, as necessary, reception duties, to receive guests, answer phones, receive or respond to correspondence as necessary.
* Assist with the production of College photo ID cards.
* Perform other duties of a similar nature as directed

(Core Competencies) Knowledge, Skills, and Abilities:
* Knowledge of AACRII (Anglo American Cataloging Rules, Revised), Library of Congress Subject Headings, RDA (Resource Description and Access is a standard for cataloging that provides instructions and guidelines on formulating data for resource

description and discovery), MARC formats (Machine Readable Cataloging), and
general principals of cataloging print and non-print materials.
- Knowledge of integrated library systems, such as Voyager.
- 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 advanced 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

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.
01/2014