

COLLIN COUNTY COMMUNITY COLLEGE DISTRICT JOB DESCRIPTION

TITLE: Reference Associate - SCC

DIVISION: Provost

DEPARTMENT: Learning Resources

SECURITY SENSITIVE: Yes

JOB TITLE CODE: 4999

FLSA STATUS: Non-exempt

FUNCTION: Facilitates student and faculty access to digital, audiovisual, and print resources housed in the LRC. Ensures that all LRC equipment remains operational for student and faculty use.

REPORTS TO: Executive Director

SUPERVISES: N/A

MAJOR RESPONSIBILITIES

Essential Job Functions:

- 1) Design, administer and maintain the departmental web site for all campuses. Test and maintain links for on-campus and off-site access to LRC databases.
- 2) Provide reference services to patrons of the LRC. Explain and assist in the use of reference sources, books, periodical indexes, CD-ROM, Internet, and online databases to locate information.
- 3) Coordinate with Information Technology staff to maintain computer equipment in functioning order. Troubleshoot computer hardware, software and network

problems. Assist students, faculty and staff with computers, software problems, computer access, and printing.

4) Perform as technical team leader to web team to document purpose, workflow needs, and requirements of web site. Provide support and mentor co-workers.

5) Hire, train and supervise student worker to assist patrons in the computerized reference area of SCC.

6) Assist in the selection and collection development of reference circulating materials in the medical area. Use automated acquisition module to organize, order and track the purchase of material.

7) Supervise operations and personnel when the LRC director is unavailable.

Marginal Job Functions:

Assist circulation personnel with shelving needs assessment and implementation to accommodate reconfiguration of current collections.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities:

Ability to explain and assist patrons in the use of reference sources, such as computer catalog, book and periodical indexes, CD-ROM and on-line databases to locate information.

Ability to search catalog files and shelves to locate information, issue and receive materials for circulation or for use in library.

Oral and written skills to answer correspondence on special reference subjects, etc.

Ability to furnish information on library activities, facilities, rules and services.

Ability to create and design displays for the LRC display cases.

Knowledge of printed and electronic bibliographic reference and other sources.

Ability to push, pull, lift, or carry up to 30 pounds.

Ability to stand, stoop, bend, or kneel to locate books or information requested by patrons, staff, or faculty.

Ability to work in conditions containing dust.

Ability to travel between campuses to attend staff meetings, program development sessions, seminars, conferences, etc.

Strong computer skills.

Ability to deal in a fair and courteous manner with a variety of individuals.

Ability to identify opportunities to improve present programs and/or projects.

Ability to perform all the essential functions of this job.

Education and Experience:

Education: Requires a Bachelor's degree from a regionally accredited institution.

Experience: Two (2) years of directly related experience in media technology or learning resources service in an education environment.

OR

Any equivalent combination of training and experience.

NOTE: This job description is not an employment agreement or contract. The President and/or designee has the exclusive right to alter this job description at any time without notice.

Employees of CCCCD are expected, as required in their specific job functions, to participate in maintaining standards required for accreditation; to participate in college task forces, activities, meetings, committees and councils; to interact and work cooperatively in order to assist students, staff, faculty and the community in the accomplishment of various goals; to represent one's self and the college in a positive, professional manner consistent with the core values which include a passion for learning, service and involvement, creativity and innovation, academic excellence, dignity and respect, and integrity; and to safeguard sensitive or confidential information from intentional or unintentional disclosure.

Employees are expected to maintain current working knowledge of policies, procedures and guidelines necessary to answer work-related questions and to provide assistance to students, staff, faculty and the general public in a timely and courteous manner. Employees are also expected to perform other duties as may be assigned by their supervisor and to contribute to the team efforts of the department and to assist the college in achieving its strategic goals.

Employees must abide by all laws, college policies and guidelines.

Collin County Community College District is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability or veteran status.