

**COLLIN COUNTY COMMUNITY COLLEGE DISTRICT
JOB DESCRIPTION****TITLE:** Learning Resource Specialist**DIVISION:** Provost**DEPARTMENT:** Learning Resource Center**SECURITY SENSITIVE:** Yes**JOB TITLE CODE:** 3853**FLSA STATUS:** Non-exempt

FUNCTION: Supervises all aspects of the periodical/reference department. Responsible for assisting the Executive Director LRC in administrative and implementation functions which ensure the efficient and service-oriented operation of the LRC. Assists in the analysis of reference requirements, reference assistance, and bibliographic instruction.

REPORTS TO: Executive Director LRC**SUPERVISES:** Part-time Periodical Assistants

MAJOR JOB RESPONSIBILITIES**Essential Job Functions**

- 1) Responsible for smooth and orderly operation of the Periodicals Department. Makes sure the periodicals area is well organized and equipment in working condition at all times for maximum patron satisfaction. Assists patrons in locating periodicals and with equipment use.
- 2) Makes recommendations to the LRC Executive Director regarding periodicals personnel needs. Recruits, trains, and supervises serials personnel.
- 3) Assists LRC Executive Director with periodicals budget preparation, annual renewal and periodicals selection. Works directly with periodicals vendor regarding ordering, claiming and subscription issues with careful attention to detail regarding periodicals prices. Monitors acquisition, upkeep, retention, and weeding of periodicals.
- 4) Anticipates and suggests necessary updates for the periodicals area including shelving and storage spaces. Determines copiers and other equipment requirements for periodicals area and submits specifications to the LRC Executive Director. Works directly with services reps for maintenance of equipment.

5) Perform Reference Desk duties and other projects as needed.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of Library of Congress Subject Headings and system of library organization.

Working knowledge of the library computer system and ability to operate word processing, and database software.

Broad knowledge of major academic disciplines.

Knowledge of serial ordering, processing and cataloging.

Ability to push, pull, physically handle, and regularly lift objects up to approximately 35 pounds and/or occasionally lift about 50 pounds.

Ability to stand, stoop, bend, crawl, climb, kneel or reach to repair equipment or perform periodical responsibilities.

Ability to deal in a fair and courteous manner with students, staff, faculty and the general public.

Ability to put people at ease in new and uncomfortable situations.

Ability to interview, select, train, supervise and evaluate employees.

Oral and written skills to convey ideas, facts, and information effectively and accurately.

Ability to perform assigned responsibilities, duties, and tasks according to established practices, procedures, techniques, and standards with minimal supervision within the assigned time frame.

Ability to independently identify and undertake additional tasks to be accomplished.

Ability to supervise multiple projects at once.

Ability to listen actively and demonstrate understanding.

Ability to establish and maintain effective working relationships.

Ability to perform all the essential functions of this job.

Education and Experience:

Education: Bachelor's degree from a regionally accredited institution in a related field.

Experience: Two years experience involving reference, serials, and an

integrated library computer system in an academic library setting.

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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 CCCCCD 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.