

San Joaquin Valley College
Job Description

Job Title: Corporate Coordinator of Library and Learning Resources
Department: Academic Affairs
Reports To: Director of Program Compliance
Classification: Full-time, Non-exempt

Summary:

Under direct supervision and leadership of the Director of Program Compliance, the Corporate Coordinator of Library and Learning Resources (LLR) is responsible for the coordination, planning, and execution of library efforts at *San Joaquin Valley College*. The Corporate Coordinator of Library and Learning Resources is expected to participate in planning, training of staff, college governance, committees and task forces. Other duties include participation in educational and campus meetings, administration of the corporate library budget, and various functions and duties directly related to the administration of campus Library and Learning Resource Centers.

Essential Duties and Responsibilities:

- Maintains ongoing communication with all Campus Library and Learning Resource Coordinators, the Director of Program Compliance, members of the Academic Affairs Team, and immediate supervisor, via meetings, e-mail, conferencing and other means;
- Makes recommendations relating to Library and Learning Resource Center (LLRC) staffing and hours of service, and provides leadership to ensure LLRC personnel understand their roles, relationships, and responsibilities; provides training and supervision to Campus LLR Coordinators regarding software, library-related topics, and patron resources via meetings, e-mail, conferencing, documents, and other means;
- Coordinates and supervises all aspects of the library budget and acquisitions process, including preparation of necessary forms, participation in program and/or curriculum reviews, renewal of periodicals and other subscriptions, and communication with Campus LLR Coordinators and other SJVC personnel;
- Coordinates LLR cataloging efforts to maximize database accuracy, and manages and troubleshoots hardcopy and online journal subscriptions and/or on-line resource subscriptions;
- Develops, compiles and /or analyzes monthly campus gate counts, LLR circulation and catalog reports and other statistics to determine LLR effectiveness, and to fulfill requests for information relating to the Department of Education, accreditation, and internal processes;
- In conjunction with Academic Affairs Colleagues, assists with research projects and writing library-related institutional documents, participates in related committees, and assists with the development of new campuses, including making recommendations for new LLRC layouts and resources;
- In collaboration with other members of Academic Affairs and Campus LLR Coordinators, oversees revisions to the Library Administrative Policy Manual, administers and updates, as necessary, the library master plan, and assists in the design of LLR newsletters, pamphlets, brochures, forms and other documents;
- When appropriate, performs the duties of the Campus Library and Learning Resource Coordinator as defined in the posted Job Description for that position.

Competency: To perform the job successfully, an individual should demonstrate the following:

Customer Service – Responds promptly to employee and student needs.

Interpersonal Skills – Maintains confidentiality; listens to others without interrupting.

Oral Communication – Speaks clearly and persuasively in positive and negative situations; listens and gets clarification; responds well to questions.

Written Communication – Writes clearly and informatively; edits work for spelling and grammar; able to read and interpret written information.

Teamwork – Gives and welcomes feedback, contributes to building positive team spirit; supports everyone's effort to succeed.

Diversity – Shows respect and sensitivity for cultural differences; promotes a harassment-free environment.

Ethics – Treats people with respect, keeps commitments; inspires trust of others; works with integrity and ethically; upholds organizational values.

Organizational Support – Follow policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values.

Professionalism – Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; follows through with commitments.

Quality – Demonstrates accuracy and thoughtfulness; looks for ways to improve and promote quality service.

Safety and Security – Promotes safety and security procedures; reports potentially unsafe conditions; uses equipment and materials properly.

Attendance/Punctuality – Is consistently at work and on time, ensures work responsibilities are covered when absent.

Qualifications: To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education and/or Experience – Possession of a Master's degree in Library Science (MLS) from an ALA-accredited institution, or its equivalent, is preferred. A minimum of one-year professional library experience is required.

Language Skills – Ability to read, analyze, and interpret general periodicals, and technical procedures.

Mathematical Skills – Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals; ability to compute rate, ratio, and percent.

Reasoning Ability – Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions, ability to deal with problems involving concrete variables in standardized situations.

Computer Skills – To perform this job successfully, an individual should have a working knowledge of a wide range of computer software commonly used in library/business settings (word processing, spreadsheets, databases, and presentation software).

Presentation Skills – must possess excellent group presentation skills in order to manage meetings, present library issues, and deliver lectures; must demonstrate effective speaking skills with a variety of people, including students, staff, faculty, colleagues, vendors, and the like.

Other Qualifications: Must possess a strong knowledge of cataloging rules and Dewey Decimal classification system; must be able to convert library cataloging into electronic records.

Physical Demands: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of the job, the employee is regularly required to sit; use hands to finger; handle or feel; reach with hands and arm; talk and hear. The employee is frequently required to stand. The employee is occasionally required to walk and stoop, kneel, crouch, or crawl. The employee must regularly lift and/or move up to 10 pounds, frequently lift and/or move up to 25 pounds and occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderate.