

San Joaquin Valley College
Job Description

Job Title: Learning Resource Coordinator
Department: Academic Affairs & Student Services
Reports To: Academic Dean, Coordinator of Library and Learning Resources

Summary: The Learning Resource Coordinator is responsible for the day-to-day operation of the campus library and learning resource center.

Essential Duties and Responsibilities:

- Maintains all aspects of the campus library and learning resource center
- Participates in college governance, committees and task forces
- Participates in educational and campus meetings
- Circulates books to students and staff
- Organizes library shelves and re-shelves circulated items
- Prepares new library materials for circulation
- Assists students in research projects
- Actively participates with the faculty to select campus library and learning resource materials
- Participates in meetings, orientations, etc., in order to communicate library issues to our constituency
- Publishes a quarterly library newsletter of campus library events and acquisitions
- Participates in the ongoing development of the Library Master Plan, and in the establishment of college-wide library policies and procedures
- Maintains ongoing communication with the designated corporate staff
- Performs other duties as assigned

Supervisory Responsibilities: Supervises faculty members assigned to work in the library.

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

Analytical – Collects and researches data; uses intuition and experience to complement data.

Project Management – Develops project plans; coordinates projects; communicates changes and progress; completes projects on time and budget.

Customer Service – Manages difficult or emotional employee and student situations; responds promptly to employee and student needs; solicits employee and student feedback to improve service; meets commitments.

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; demonstrates group presentation skills.

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 efforts to succeed.

Cost Consciousness – Works within approved budget; develops and implements cost saving measures; conserves organizational resources.

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 on commitments.

Quality – Demonstrates accuracy and thoroughness; looks for ways to improve and promote quality; applies feedback to improve performance; monitors own work to ensure quality.

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

Adaptability – Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent changes, delays, or unexpected events.

Attendance/Punctuality – Is consistently at work and on time; ensures work responsibilities are covered when absent; arrives to meetings and appointments on time.

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 – Minimum of an Associates Degree or an equivalent of two years of college; two years related experience; or equivalent of education and experience combined.

Language Skills – Ability to read, analyze, and interpret general periodicals, professional journals, technical procedures; ability to write reports, business correspondence, and newsletters; ability to effectively present information and respond to questions from students and employees.

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 and to draw and interpret bar graphs.

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

Computer Skills – To perform this job successfully, an individual should have knowledge of Microsoft Office; Word, Excel, Access and Outlook.

Other Qualifications – Ability to perform general library operations and procedures; knowledge of the Dewey Decimal or other major classification schemes; ability to operate standard office equipment.

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 arms; 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.

Work Environment: The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually moderate.