



EASTERN WYOMING COLLEGE

POSITION DUTIES & RESPONSIBILITIES

Job Title:	Library Technician	Classification:	Library Assistant
Department:	Academic Services, Library	Duration:	9 months + 6 weeks
Primary Location:	Torrington, WY	FLSA Status:	Non-Exempt
Position Number:	1418	DBM/Level:	B21

Job Summary: *Brief narrative that highlights the general characteristics of the position, or a general overview.*

The Library Technician is a full-time, 35 hours weekly, benefitted, position located at the College’s main campus assigned to work 15 August – 14 May annually plus the six-week Summer Term. The Library Technician will assist the Library Director in carrying-out daily library activities and provide support for acquisitions, circulation, inter-library loan lending, and serials. The Technician will also aid the Director in collection development. This position includes variable work-week days and hours. The assigned work location is Torrington, WY.

Organizational Relationship: *Title of position’s supervisor and, if applicable, title(s) of employee(s) supervised by this position.*

The Library Technician is supervised by the Library Director and receives annual performance evaluations after the conclusion of an one year Probationary Period. The second level supervisor is the Associate Vice President for Outreach. The supervisory chain is depicted at right.

The Library Technician does not formally supervise or evaluate any EWC full or part-time employees. The position does supervise EWC-enrolled work study students.



Education and Experience Requirements: *What is the minimum level of education and experience necessary to perform the job, as recommended by the department?*

Minimum Qualifications:

- Associate’s degree or combination of education and library-related experience
- One year experience performing word processing
- Work experience in computer use and data entry
- Good oral and written communications to assist and serve students, faculty and community patrons
- Proficiency in prioritizing daily tasks and exercising good initiative
- Demonstrated effective judgment and accountable personal-leadership
- Willingness to work evenings

Preferred Qualifications:

- Two years previous library experience
- Cataloging experience
- Experience using library automated systems
- Database and internet research experience

Knowledge, Skills, and Abilities: *These are the requirements for an employee who is capable of performing the full range of essential functions of the position.*

- General knowledge of basic database search practices, techniques, and methods
- Ability to learn and apply working knowledge of VDX and ILL processes
- Effective organizational skills
- Ability to perform precise and detailed tasks
- Basic knowledge of computer work stations and area networks/related technology

- Effective and professional communications ability, both orally and in writing, with students, community members, and co-workers
- Ability to follow established policies and procedures
- Knowledge and ability to follow oral and written instructions in English
- Skill to perform in a professional, cooperative, courteous, and respectful manner with clients, co-workers, and supervisor to promote productive teamwork and achieve mission success
- Ability to deal professionally, pleasantly, and tactfully with customer complaints

Essential Functions/Duties: *(to perform successfully in this position, an individual must be able to perform essential duties satisfactorily as well as possess education/experience, employ the knowledge, skills, and abilities as listed in representative fashion; reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions – this position is **NON-EXEMPT**, i.e., is eligible for compensatory or overtime pay provisions of the FLSA. This listing of essential duties is not all-inclusive, but representative, other duties may be assigned).*

- **Public Service**
 - Provide support for the WyLD system
 - Assist with training and supervising work study students
 - Aid patrons with searches via WyLD Cat, databases, and traditional reference sources
 - Generate daily overdue notices and other reports, charge and discharge library materials, maintain patron files, and respond to circulation email
 - Keep bulletin boards looking fresh with new displays; create book displays within the library
 - Schedule and set-up audio-visual equipment to include laptop and projectors and TV/VCR; check-in and -out individual laptops to EWC employees
- **Technical Services**
 - Fill Interlibrary Loans from other libraries
 - Assist Director to provide statistics on Interlibrary Loan circulation and utilization
 - Order monographs online; direct ordering of monographs, serials, and supplies
 - Input and process purchase orders
 - Generate monthly posting and review associated statements
 - Order, process, renew, and claim serials
 - Process daily mail
- **Collection Development / Cataloging**
 - Check online catalog and online database for duplicate materials
 - Process new books: accession, locate records, stamp, cut covers, tie cards, affix spine labels and barcodes, cover and double check the information after it's entered in workflow
- **Circulation**
 - Check materials in/out to patrons
 - For books, periodicals, and McNaughton's...check for overdue notices; check shelves to see if item has been returned and send notice if not
 - Check VDX for pending Interlibrary Loans; push idle student requests through the system and check material availability and prepare for shipping if EWC received another library's request
- **Other**
 - Participate in College activities as assigned
 - Attend workshops and conferences when tasked
 - Serve on assigned Committees

- Check-in/-out audio-visual equipment to EWC employees
- Perform all other duties as assigned

Non-Essential Functions/Duties: *These items describe the unique operating constraints not required of the position.*

- Assist patrons with the microfiche/microfilm reader, printer, fax machine, and copier

Work Environment: *These items describe the unique work environment and operating constraints required of the position.*

- Quiet, climate-controlled library and office environments while sitting at a desk or computer terminal
- At times required to stand at a counter for extended periods
- Numerous rows of large bookcases; must often move, shelve and retrieve library materials from high and low shelf positions
- Visible facility and college/public service under constant scrutiny of students, faculty, staff, community, media, supervisor, leadership, and alumni

Physical & Mental Demands / Special Requirements: *(The physical demands and work environment characteristics described herein are representative of those that must be met by an employee to successfully perform essential functions of this position and/or may be encountered while performing essential functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions).*

- Physical exertion may be required to lift office supplies and library materials from high/overhead and low shelf positions to include the floor
- Physical exertion to lift and push heavy objects up to 50 pounds
- Flexibility to bend, stoop, climb on stools, sit or stand for long periods of time
- Sufficient vision or other powers of observation are essential to read, sort and shelve library materials, serve patron requests, maintain cataloging records, and perform all other related tasks
- Availability to work afternoon and weekday evenings; must adapt to fluctuating work schedule
- Ability to read and understand technical materials

LIBRARY DIRECTOR:

Signature

Date

ASSOCIATE VICE PRESIDENT OUTREACH:

Signature

Date

VICE PRESIDENT FOR ACADEMIC SERVICES:

Signature

Date

PRESIDENT:

Signature

Date

NOTE: This position duties and responsibilities is an overview; it is not intended as an employment contract, nor is it intended to describe all duties someone in this position may perform. All employees of the College are expected to perform other tasks as assigned by their respective supervisor/manager regardless of job title or routine job duties.

HR Office Processing

PD&R Received		
PD&R Reviewed		
PD&R Approved		6 December 2016
Position Duties & Responsibilities Effective Date		6 December 2016
Position Number Assigned/Verified		6 December 2016