



# JOB DESCRIPTION

Form: HRF5005, Ver. 1, 06/24/2010

DATE: 9.20.17

POSITION #: FS 9711

NAME OF INCUMBENT(S): Formerly John Szilagyi (FS 9711)

JOB TITLE: Library Technologist

DIVISION: Student Success

DEPARTMENT: Learning Assistance REPORTS TO (position #): FA9905

STATUS: Please place a ✓, X or highlight the text for the appropriate status and fill-in the blanks.

<input checked="" type="checkbox"/> Regular/Continuing	<input type="checkbox"/> Temporary/Grand-Funded
<input checked="" type="checkbox"/> Bargaining Unit: <u>ESP</u>	<input checked="" type="checkbox"/> Full-Time (40 hrs); Part-time: _____ Hours/week
<input type="checkbox"/> Non-Bargaining	<input checked="" type="checkbox"/> Individual position or _____ Pooled position (more than one employee)

PAY TABLE/LEVEL/GRADE: Level 5 – Technical Specialist

**JOB SUMMARY:** *This section should summarize the overall purpose (“mission”) of this job in 1-4 sentences. Briefly describe the primary reason the job exists at LCC.*

*Provides technical and functional support for the Library Department. Coordinates continuous functionality of library technology and serves as technical and functional expert. Supports the Manager of User Services and User Experience with circulation services operations and provides front-line library information assistance and student staff management.*

**DIRECT REPORTS:** *If this is a supervisory position (authority to hire, assign, discipline, approve timesheets), list position #s (add more pages & #s if needed) of those supervised:*

position # \_\_\_\_\_ position # \_\_\_\_\_ position # \_\_\_\_\_ position # \_\_\_\_\_ position # \_\_\_\_\_

**ESSENTIAL DUTIES AND RESPONSIBILITIES:** *Identify and describe the essential duties and responsibilities, i.e., what actions are done and what are the expected results. Most jobs can be described using 5-10 statements (add more pages if needed). List in priority order, beginning with top priority/must get done, with approximate percent for each (e.g. 20% 1. reconciles grant fund expenditures to balance monthly budget). “Other duties, as assigned,” are implicit in all position descriptions.*

- 35 % 1. Serves as technical and functional expert for library technology applications and coordinates functionality of library technology working in concert with IT. Oversees functionality of circulating technology, assistive technology, interactive tables, iPad and entry kiosks, and off campus kiosks.
- 25 % 2. Supervises circulation services operations and provides front-line library assistance, manages 16-20 student employees and provides frontline library information assistance

- 20 % 3. Oversees the library on-line circulation system and services
- 10 % 4. Researches, recommends, and implements emerging technologies and conducts technology skills training for students and staff.
- 10 % 5. Hires, trains, mentors and directs between 16-20 student employees.

**CORE COMPETENCIES:** *Record the knowledge, skills and abilities necessary to perform the essential functions of this position. Provide descriptions of core competencies below (e.g. communication, customer service, decision-making, leadership, problem-solving, etc.). An incumbent or applicant must be able to demonstrate and results must be measurable.*

- Extensive knowledge of technology applications
- Ability to learn software systems and related interfaces
- Ability to strategically review and evaluate emerging technologies
- Ability to analyze data, processes and complex situations
- Strong crisis management and conflict resolution skills
- Strong organizational and project management skills
- Strong communication skills
- Ability to manage and supervise
- Ability to motivate and direct teams
- Strong presentation/training skills

**EDUCATIONAL/EXPERIENCE REQUIREMENTS:** *Identify the education and/or equivalent combination of education and experience, plus additional specific years of experience, certifications, licenses and/or special training required to perform the essential functions of this job.*

Required:

*Bachelor's Degree or equivalent combination of education and work experience*

*Customer service experience*

*Experience leading people*

*Demonstrated work experience with computer hardware, software applications, and mobile devices.*

*Excellent written and verbal communication skills.*

Preferred:

*Familiarity with library services*

*Ability to work both independently and collaboratively within a team environment*

*Knowledge of College systems such as Banner, D2L*

*Training or teaching experience*

*Demonstrated knowledge of current and emerging trends and technologies*

*Knowledge of Library Systems such as Innovative Interface, Inc*

**PHYSICAL AND MENTAL REQUIREMENTS:** *Complete the physical and mental demands on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Mobility around the LCC campus is a normal part of the position's functions. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

**WORK ENVIRONMENT:** *Complete the work environment characteristics on the attached ADA Checklist that must be met to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. **Go to the ADA Checklist.***

Incumbent's name (if any) (print)	Incumbent's signature*	date
Supervisor's name (print)	Supervisor's signature*	date
Dean/ELT's name (print)	Dean/ELT's signature*	date
Note: * signature means approval; otherwise return for signatures		
Human Resources Rep (print)	Human Resources signature	date
Note: position description to be reviewed annually, upon posting or transfer of person and position		

# Lansing Community College

# ADA Compliance Job Description Checklist

The immediate supervisor is responsible for completion of this form . Use the toolbar option to highlight all materials, equipment, and functions below & fill in more information as needed that apply to the essential job duties of the attached job description.

Position #: FS9711 Dated: 9/20/17 Supervisor's Position #:FA9905

## Materials Used:

### Standard Office Equipment:

Computer keyboard, mouse, screen (either desktop or laptop)

Various software (spreadsheet, word-processing, web-base, other media)

Telephone, blackberry, fax

Copier, collator, reproduction

Paper and pencil/pen

Projector and screen

Other, please list:

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### Standard Trades Equipment:

Carpentry

Electrical

Plumbing

Other repair/maintenance tools, please list: \_\_\_\_\_

## Mental Functions:

Comparing (compare/contrast data, people, things)

Copying (entering, posting, transcribing data)

Computing (math calculations or carrying out formula operations)

Compiling (gathering, classifying, evaluating data, people, things)

Analyzing (examine, test data, present alternative actions)

Synthesizing (combine data, concepts, interpretations)

## Auditory Functions:

Talking (express ideas, thoughts, languages, conveying details, accurately, loudly, quickly)

Hearing (receive details through oral communication, make fine differences in sound with other sound interference e.g. running machines, other people)

## Visionary Functions:

Near acuity (at 20 inches or less when minute accuracy is essential)

Far acuity (more than 20 inches when day and night/dark conditions are essential)

Depth perception (3 dimensional vision, judge distances, space)

Color vision (distinguish colors)

Field of vision (up-down and right-left)

## Smell and Tasting Functions:

Flavors & odors (distinguish similarities, differences, intensities, qualities using tongue & nose)

## Movement, Strength, Repetition Functions:

Climbing

Kneeling

Reaching

Balancing

Crouching

Grasping

Stooping

Crawling

Picking/Typing/Keyboarding

Sedentary (exert up to 10 lbs of force to lift, carry, push, pull, move objects; sit most of the time)

Light (exert up to 20 lbs of force to lift, carry, push, pull, move objects; walk/stand occasionally)

Medium (exert 21-50 lbs of force, walk/stand frequently)

Heavy (exert 51-100 lbs of force, walk/stand routinely)

Very Heavy (exert over 100 lbs of force, walk/stand routinely)

## Environmental Conditions:

Weather (rain, snow, wind)

Extreme cold (inside, outside)

Extreme heat (inside, outside)

Extreme noises

Vibrations

Hazards (fumes, odors, dust, toxic chemicals, allergens, poor ventilation, shock)

Confined/restricted spaces