



Trinity Valley Community College

Job Description

LRC Specialist

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Serve to manage the Health Science Center Learning Resource Center, and Bookstore.

REPORTS TO:

Provost, Terrell Health Science Center

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

Associate degree

PREFERRED:

Bachelor's degree

EXPERIENCE REQUIRED:

Two (2) years' experience working in a library

PREFERRED:

Experience working in a higher education library. Knowledge of general library management.

OTHER LICENSES OR CERTIFICATIONS:

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Public Speaking/Presenting
- Basic Math
- Attention to detail

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Act as liaison between the Health Science Center and the Director of Learning Resources.
- Attend meetings of campus librarians to represent Health Science Center LRC needs.
- Monitor the circulation desk as required, check out books, dispense reserve materials, and assist students and faculty with reference requests and location of materials.
- Supervise and train student assistants and library technical assistant and delegate work responsibilities to those assistants.

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- Provide assistance to the faculty, students, and staff with the operation of media equipment/computers.
- Follow and help enforce LRC policies and procedures
- Receive requests for materials from faculty and verify author, title, publisher, and date.
- Assist students using online databases.
- Assists students, faculty, and administrators with reference requests and/or location of materials.
- Maintain LRC records and files.
- Assist faculty and HSC Provost with purchase of library holding and deletion of holdings when appropriate.
- Participate on the health science center resource committee and library/textbook committee.
- Assist in research and assigned LRC projects for students, faculty, and administration.
- Process interlibrary loan requests when applicable.
- Maintain reserve collection and create new book lists for faculty.
- Assist with annual inventory.
- Take initiative for improvement of LRC functioning.
- Prepare periodicals for bindery yearly.
- Issue parking permits to students and staff.
- Serve as main entrance desk receptionist as needed.
- Maintain an inventory of audiovisual and computer software resources for the health science center and distribute information to faculty. Proctor tests as needed.
- Assist with administration of HESI A² exams for the HSC.
- Assist with computerized testing for ADN, VN and SGT classes as needed.
- Assist with keeping attendance records as needed.
- Maintain supplies and equipment for the HSC faculty, staff and computer labs.
- Prepare detailed reports for Provost on ADN HESI results.
- Assist students and instructors with document printing, troubleshoot equipment as needed.
- Assist staff and instructors with copy projects.
- Maintain a cash register for book, clothing and syllabus sales.
- Balance cash register, prepare daily report and make deposits weekly or as needed.
- Maintain merchandise displays.
- Assist in maintaining good public relations with students, faculty, staff and work closely with Athens bookstore.
- Conduct bookstore inventory as needed.
- Work with Athens bookstore manager to maintain adequate supplies and textbooks.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Multi-line phone system
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Stooping, Kneeling, Reaching, Standing, Walking, Pushing, Pulling Lifting, Finger dexterity, Grasping, Feeling, Talking, Hearing, Seeing Repetitive Motions Sedentary Work, Computer Work
- Subject to: Crouching , Medium Work

MENTAL DEMANDS:

- Emotional control under stress: Less than 25% of the time
- Frequent interruptions: Less than 25% of the time.

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

 Employee's Signature

 Date

 Supervisor's Signature

 Date

Approved: 7/18/01

Revised: 9/24/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1207
DBM:	A	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	25-4031	Employment Status:	Full-Time
Salary Grade:	130	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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