

LRC TECHNICAL ASSISTANT

GENERAL STATEMENT:

Under the guidance of the director of the learning resource center, will complete assigned duties in the LRC computer room and other components of LRC activities.

REPORTS TO:

Director of Learning Resources Center

OCCUPATIONAL GROUP:

Secretarial and Clerical

FLSA: Non-Exempt

QUALIFICATIONS FOR APPOINTMENT:

EDUCATION:

High school diploma or GED. Associate degree, certificate, or equivalent preferred.

LICENSE OR CERTIFICATION:

None

EXPERIENCE:

Adequate computer and word processing skills. Library skills and experience in an educational setting preferred. Ability to train and instruct others preferred.

OTHER:

Must provide evidence of excellent penmanship, attention to detail, and writing skills. Good public relations skills. Must be able to type 40 wpm/net. Must provide evidence of ability to work as a team member with coworkers. Ability to read and follow directions.

DUTIES AND RESPONSIBILITIES:

- Follow and help enforce LRC policies and procedures.
- Receive requests for materials from faculty and verify author, title, publisher, date, and price. Use *Books in Print, Cumulative Book Index, etc.*
- Receive and process requests for interlibrary loan materials.
- Order books using a computerized electronic ordering system, telephone, and other methods as appropriate. Check new books to see that they are in proper condition and agree with master order file.
- Order MARC records for books and videos using an online vendor.
- Load new records in Sirsi database, delete obsolete records, and maintain integrity of the database.
- Process books with TVCC stamp, labels, security strips etc. Order and receive materials and supplies, microfilm, periodicals, newspapers, and keep maintenance order records.
- Verify invoices and authorize for payment. Maintain departmental budget control records. Initiate correspondence as necessary.
- Responsible for maintenance of computers and instruction in using online databases available to students.
- Monitor the circulation desk as required, check out books and dispense reserve materials.
- Supervise and train student assistants and delegate work responsibilities to those assistants.
- Process time sheets for student assistants.
- Complete book repair.
- Assist students, faculty, and administration with reference requests and/or location of materials.
- Maintain reserve collection and new book lists for faculty. Withdraw outdated materials.
- Monitor and assist students using computers in the LRC Computer Room.
- Maintain and update LRC computer according to IT guidelines and under supervision of appropriate personnel.
- Copy and collate LRC materials.
- Maintain LRC records and files.

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- Perform annual LRC inventory; maintain ongoing LRC inventory. Complete inventory as needed.
- Assist with assigned LRC projects.
- May require irregular evenings and/or weekend work.
- Other duties as assigned by appropriate supervisory personnel.

PHYSICAL REQUIREMENTS:

- Within the general range of an office environment.
- May be required to lift, push, or pull 40 lbs.
- May be exposed to eye strain.
- Entails working, standing, bending, reaching, and sitting for long periods.
- May require irregular evening and/or weekend hours.

The above job description has been reviewed with the employee and specific duties and responsibilities were explained. It was also 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

All TVCC positions are security sensitive and require a criminal background check.

Approved: 08/01/96

Revised: 09/21/2011

JD210