

ANTELOPE VALLEY COMMUNITY COLLEGE DISTRICT

LIBRARY OPERATIONS AND SERVICES COORDINATOR

Salary Range 19

BASIC FUNCTION:

Under the direction of the Dean of Institutional Effectiveness, Research, Planning and Library Services, coordinate the daily operations of the Library at all district sites; coordinate the development, interpretation, and implementation of library policies, procedures, issues and activities; collaborate with and facilitate communication between Library classified staff and faculty to provide a variety of library services; oversees the usage of library space at all district library sites.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position*

- Plan, develop, organize, implement and evaluate library services; in collaboration with staff and faculty, monitor and evaluate systems, processes and procedures to achieve goals, objectives and align with library standards. Participates in long-term planning. (E)
- Provide day-to-day leadership in Library Services; oversees the use of library resources; ensure efficiency, effectiveness and uniform application of library policies and procedures through training and collaboration at all district library sites. (E)
- Facilitate communications between Library services staff; serve as liaison to librarians to develop and maintain efficient, effective and consistent operation of the library at all district sites.
- Determines technological needs of service areas and collaborates with staff, faculty, and the Dean of IERP and Library Services to budget for, submit for inclusion in planning documents, and acquire necessary equipment. (E)
- Collaborates with library staff on the development of technology collection for circulation to AVC Students; creates proposals for acquisition of technology for planning and budgeting and maintains usage statistics. (E)
- Maintain and revise library procedures manual; ensure compliance with U.S. copyright law guidelines for libraries and Americans with Disabilities act when developing policies materials requests, digitization, circulation of materials, and space usage. (E)
- Collaborate directly with the Library Systems Administrator to design, troubleshoot and evaluate Library Services Platform (LSP); determine library usage parameters, fees & fines, loan periods, and processes for Public Services. (E)
- Monitor and evaluate RFID Library System security; coordinate with Library Systems Administrator regarding issues with RFID system; ensure that security system is compatible with all library materials. (E)
- Monitor the physical space limitations of the print and audio-visual library collections at all district sites; consult with the Collection Development Librarian regarding developing, organizing, shifting, weeding, moving or otherwise amending areas within library collections. (E)
- Coordinates and implements inventory processes at all district sites, including scheduling inventory, ensuring student worker staffing for inventory, and developing inventory report for submission to the Dean of IERP and Library Services and faculty. Adjusts collection security policies according to inventory results as needed. (E)
- Establishes policies and procedures regarding space usage, monitors and reviews usage data to determine changes and adjustments to study spaces, service points, shelving and collection organization; collaborates with the Dean of IERP and Library Services, classified staff, and

- faculty on changes to library spaces; implements changes and liaises with appropriate campus departments. (E)
- Collaborates with library staff and coordinates the maintenance of specialized library statistics and records; prepares reports for the Dean of IERP and Library Services as required. (E)
- Contact vendors and coordinate with appropriate campus departments to acquire quotes for library resources, furniture, and services.
- Establishes protocols for day-to-day handling of building, equipment, security, safety and patron issues in the library. Collaborates with the Dean of IERP and Library Services and Library staff and faculty on resolutions and maintains records and reports of issues. (E)
- Coordinates library calendar of events, services, and room usage. Coordinates marketing of library events and services and collaborates with faculty on library outreach.
- Oversees operations at library service areas and works shifts at circulation desk as needed.
- Provides information and assistance to students, faculty and other library patrons. (E)
- Recruit, interview, provide training, and develop work schedules for student workers; checks accuracy of time sheets; mentors, disciplines and terminates (if necessary) student workers. (E)
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: associate's degree supplemented by college course work in a library specialty and two years increasingly responsible experience in an area of a library OR up to one year of additional work experience in a library may be substituted for course work in a library specialty.

KNOWLEDGE OF:

- Library of Congress classification system.
- Academic Library standards, policies and procedures.
- Academic copyright compliance guidelines.
- RFID technology.
- Library Service Platforms or Integrated Library Systems technology.
- Collection and stacks management and inventory.
- Reference sources and library holdings.
- Machine readable cataloging codes (MARC).
- Microsoft Office Suite, including Word, Excel, and PowerPoint.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Research methods and analysis techniques.
- District organization, operation, policy and objectives.

ABILITY TO:

- Understand, interpret and explain library policies and procedures.
- Coordinate with department dean, staff, and faculty to create and develop library operations policies and procedures.
- Perform responsible and technical library duties.
- Work collaboratively with members of the Library Department and other Departments to provide a variety of library public services.
- Oversee and direct the daily operations in an assigned area of a college library.

Consult with vendors and provide recommendations for library equipment and software purchases.
Conduct difficult bibliographic searches and resolve cataloging problems.
Prepare and deliver oral presentations.
Participate in the development of library policies, procedures and programs.
Operate specialized library equipment.
Demonstrate sensitivity to and understanding of diverse academic, socioeconomic, cultural, ethnic and disability issues.
Communicate effectively both orally and in writing.
Resolve conflicts and solve problems in a professional manner.
Read, interpret, apply and explain rules, regulations, policies and procedures.
Maintain records and prepare reports.
Establish and maintain cooperative and effective working relationships with others.
Analyze situations accurately and adopt an effective course of action.
Work independently with little direction.
Plan and organize work.
Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers.

CONTACTS: Co-workers, other departmental staff, patrons, vendors, student workers and assistants.

PHYSICAL EFFORT:

Light lifting and carrying books.
Pushing and pulling carts.
Walking and standing for extended periods of time.
Reaching horizontally and above the shoulders to shelve and reach books.
Bending and kneeling.
Dexterity of hands and fingers to operate standard library equipment.

WORKING CONDITIONS:

Normal library environment.