BERGEN COMMUNITY COLLEGE

JOB DESCRIPTION

TITLE: Senior Library Assistant

DEPARTMENT: Library Service/ Academic Affairs

FUNCTION: The Senior Library Assistant works in all areas of Library services and operations performing moderately complex tasks depending on the area to which he/she is assigned: Public Services (Circulation, Reference; Reserves); Technical Services (Cataloging, Acquisitions, Serials; Inter-Library Loan); Media Services (technical support); Administrative Services; Collection Development.

REPORTS TO: Assistant Director of Library Services

SUPERVISES: N/A

MAJOR RESPONSIBILITIES:

Responsibilities include but are not limited to:

1. Checks in/discharges library materials/equipment
2. Assists patrons in using various equipment (e.g. photocopiers, microfilm machines, multimedia equipment and computers)
3. Assists patrons in locating materials; and using the online catalog
4. Explains library policy and procedures to patrons
5. Under the supervision of a librarian, assists patrons with basic reference questions/research
6. Monitors public areas for appearance and compliance with library policies
7. Assists with collection maintenance:
   a. shelving, shelf reading; inventory; repair; de-accessioning of materials
8. Troubleshoots multimedia and computer equipment problems
9. Creates and maintains various online and manual records and files
10. Orders, receives, and processes new Library materials
11. Performs basic cataloging functions using OCLC
12. Processes interlibrary loan requests
13. Plans and sets up exhibits
14. Performs other duties as assigned

MINIMUM QUALIFICATIONS:

Knowledge, Skills and Abilities: Demonstrates understanding of the community college mission and practices an open door policy. Has basic proficiency in the use of the Microsoft
Office suite. Exhibits strong skills in:

- Communication
- Customer and Student Focus
- Building Relationships
- Organizing
- Planning

**Education:** Associate’s Degree or equivalent required

**Experience:** Two years of related experience including exposure to one or more modules of an integrated library system

*Bergen Community College is an equal opportunity employer and does not discriminate on the basis of race, color, religion, age, sex, national origin, disability, or veteran status.*

Submitted by: __________________________ Date: _____________

Name/Title

Approved by: __________________________ Date: _____________

Name/Title

Reviewed by: __________________________ Date: _____________

Human Resources

Board Approval: __________________________ Date: _____________

Board Approval

THE COLLEGE RESERVES THE RIGHT TO MODIFY JOB DESCRIPTIONS AT ANY TIME WITH OR WITHOUT NOTICE