

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Library Computer/AV Technician	FLSA status:	Non-Exempt
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DEPARTMENT:	Library	REPORTS TO:	Director of Library Services
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Position summary: Under direct supervision, this position is responsible for the audio equipment reservations and set-ups, and maintains the computer labs hosted in the library.

Position responsibilities:

- Monitors and maintains computer lab including print-release stations and online catalogs.
- Oversees media equipment, i.e. set-ups, repairs, and reservations.
- Assists in the digitization of materials for electronic reserves and archival of college related materials.
- Serves as technical support for library patrons in computer related needs.
- Assists in keeping a quiet, neat and clean library environment.
- Responsible for the inventory of library equipment.
- Performs miscellaneous job-related duties as assigned.

Minimum Position Requirements:

- At least 5 years experience directly related to the duties and responsibilities specified.
- Associate's degree preferred; computer certification preferred.

Knowledge, Skills, and Abilities Required:

- Strong interpersonal and communication skills.
- Ability to foster a cooperative work environment.
- Knowledge of computerized information systems.

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- Will be responsible for moving and assembling computer stations when required.
- Physical effort required with the employee occasionally lifting and/or moving up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel required.