

**PANOLA COLLEGE  
JOB DESCRIPTION**

<b>JOB TITLE:</b>	Library Technical Services Specialist	<b>FLSA status:</b>	Non-Exempt
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<b>DEPARTMENT:</b>	Library	<b>REPORTS TO:</b>	Director of Library Services
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**Position summary:** Under direct supervision, this position is responsible for bibliographic description and processing of library materials. Maintains and upgrade library systems and databases' upgrades. Serves as library technical support for all users, vendor related and software issues.

**Position responsibilities:**

- Catalogs and classifies library (print and non-print) materials.
- Oversees and maintains library automation systems.
- Provides technical support for all database, upgrade and software related issues.
- Facilitates/troubleshoots off-campus database portal access.
- Responsible for maintenance and upkeep of the library servers and workstations.
- Generates statistical reports on library holdings, online database use and network access.
- Loads student records into the system each semester.
- Oversees students' logins and other authentication issues.
- Serves as resource person for all digitization projects.
- Serves as resource person for all serials processing, Hyperion (eReserves), Workflows Holds & Reports.
- Supervises and trains student workers in the technical processing of materials.
- Maintains library webpage.
- Oversees library inventory.
- Serves as liaison to the Information Technology department.
- Serves on the technology committee.
- Performs miscellaneous job-related duties as assigned.

**Minimum Position Requirements:**

- At least 5 years experience directly related to the duties and responsibilities specified including a good knowledge of classification tools, i.e. Dewey Decimal Classification, Library of Congress Subject Headings, AACR2, MARC formats, and bibliographic utilities such as OCLC Connexion and FirstSearch.
- 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.
- No or very limited physical effort required; however, the employee must occasionally lift and/or move up to 25 pounds.
- No or very limited exposure to physical risk.
- Some travel required.