

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Library Support Specialist	FLSA status:	Non-Exempt
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DEPARTMENT:	Library	REPORTS TO:	Director of Library Services
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Position Summary: This position provides administrative and clerical support instruction services to students and faculty and maintains a function area. Provides reference services to students, faculty, and staff; assists patrons by handling basic inquiries, requests, independent judgment, and basic knowledge in interpreting policies and procedures.

Position responsibilities:

- Perform circulation functions, including checking in and out library materials, renewing library materials, processing reserve materials, and collecting fines and fees.
- Assist in back-office operations, including magazines, intra-library loans, and changing the status of books.
- Provides administrative support, including scheduling and coordinating meeting and room reservations, responding to phone calls, distributing mail, ordering supplies, reporting, and reconciling tasks.
- Perform some computer data entry procedures.
- Work schedule may include evening and weekend rotations as needed.
- Process new material for circulation
- Report building maintenance problems
- Perform all other duties as assigned.

Minimum Position Requirements:

- Associate's degree required
- At least one year of library experience related to the preferred duties and responsibilities.
- Office experience in a public setting.
- Basic computer literacy required.

Knowledge, Skills, and Abilities Required:

- Experience working with an Integrated library system (ILS)
- Strong computer/technology skills.
- Excellent customer service and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Excellent analytical, critical thinking, and problem-solving skills.
- Physical ability to do moderate lifting and to push full book carts.
- Strong commitment to helping students learn and succeed.
- Demonstrate a positive, active, and cooperative outlook.
- Team player and collaborative worker

Physical Demands and Work Environment:

- Work is normally performed in a typical interior/office work environment.
- No or very limited physical effort is required; however, the employee must occasionally lift and/or move up to 15 pounds.
- Some evenings and weekends when needed.