**PANOLA COLLEGE**
**JOB DESCRIPTION**

<table>
<thead>
<tr>
<th>JOB TITLE:</th>
<th>Library Computer/AV Technician</th>
<th>FLSA status:</th>
<th>Non-Exempt</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEPARTMENT:</td>
<td>Library</td>
<td>REPORTS TO:</td>
<td>Director of Library Services</td>
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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.