

**PANOLA COLLEGE
JOB DESCRIPTION**

JOB TITLE:	Library Support Specialist	FLSA status:	Non-Exempt
DEPARTMENT:	Library	REPORTS TO:	Director of Library Services

Position summary: Under direct supervision, this position is responsible for the circulation desk duties.

Position responsibilities:

- Covers circulation desk during all work hours which includes replying to LibGuide requests.
- Provides administrative support for the Director.
- Maintains library statistics for circulation, gate count and interlibrary loans.
- Creates brochures, flyers and electronic slide signage for library marketing/programs.
- Trains student workers for various assigned library tasks.
- Assist library patrons in locating and retrieving materials.
- Keeps track and orders library supplies.
- Checks in journals and magazines in the system and display items and pull old issues for archival.
- Sorts and distributes library mail.
- Submits and maintains interlibrary loan materials.
- Assists with library inventory.
- Creates monthly library displays and overseas monthly programming.
- Serves as back-up for DPS requests and for other circulation duties.
- In charge of opening procedures for the first floor.
- Responsible for overdue notices and reports.
- Assists the Electronics Resource Librarian with the digitization of materials.
- Maintains patron list for Hoopla.
- Responsible for the library's electronic locker system, allowing patrons to pick up and drop off materials after hours.
- Current knowledge of library technologies and LMS systems (OCLC WMS), discovery tools (WorldCat) emerging educational technologies, Microsoft Office Suite.
- Is a liaison with IT to ensure laptops are working properly.
- Work schedule may include evenings and weekends as needed.
- 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:

- Excellent analytical, critical thinking, and problem-solving skills.
- Ability to foster a cooperative work environment.
- Ability to deal with employees, students, and the public in a courteous manner.
- Ability to foster a cooperative work environment.
- Strong commitment to helping students learn and succeed.
- Excellent customer service and organizational skills.
- Excellent oral, written, and interpersonal communication skills.
- Maintain confidentiality
- Work a flexible schedule
- Commitment to superior customer service.
- Team player and collaborative worker
- 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 15 pounds.
- No or very limited exposure to physical risk.
- Some travel required.