

Blackfeet Community College



Library Technician

Closing Date	November 21, 2017 @ 3:00 PM
Salary	\$21,029.00 to \$24,606.00 Depending on experience
Department	Library
Personnel Definition	Classified Position, Regular Full-Time
Term of Employment	26 pay periods
FLSA	Non-exempt
Supervisors	<ul style="list-style-type: none"> • Director of Library Services • Provost/Vice President of Academic Affairs • President
Supervision Exercised	None
General Statement of Duties	Incumbent is under the supervision of the Director of Library Sciences and is responsible for maintaining the circulation desk, statistics, telephones, and the daily operations of the library and for assisting the Director of Library Services to accomplish the department and BCC goals and objectives in accordance with the established BCC standards and procedures.
Specific Area of Duties	<ul style="list-style-type: none"> • Maintain the circulation desk • Check material in and out to patrons • Provide quick reference and retrieval information utilizing databases and the internet • Assist patrons with online searches, including database searching, etc. • Provide technical services • Maintain statistics, records, and filing with confidence • Assist with cataloging and maintain catalog records • Re-shelve books • Participate in the planning and implementation of library programs • Create book and bulletin displays • Represent the library in a positive manner • Other duties necessary to the function of BCC, as needed
Qualifications	<ul style="list-style-type: none"> • Associate degree in any field; and • Minimum 1 year of library or general office experience, which includes operating computers and related equipment • Must complete the Montana Library Certification Program within three years of hire

<p>Knowledge, Skills & Abilities Required</p>	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of the operations of basic office equipment • Proper telephone and email etiquette • Blackfeet Community College operating procedures <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communications • Time management skills • Working with computer programs • Working with web based programs <p>Abilities Required:</p> <ul style="list-style-type: none"> • Type accurately with attention to detail • Speak to groups of people • Maintaining strict confidentiality regarding patron records, etc. • Creativity • Self-motivation and work with minimal supervision • Work with diverse populations and age groups
<p>Complexity</p>	<p>Incumbent will work in the library during the hours of operation, making adjustment for end of semester and programs. Incumbent will require working evening hours, and some weekends. Must possess willingness to learn.</p>
<p>Personal Contacts</p>	<p>Has contact with staff and faculty in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to conduct the day-to-day business operations of the Library.</p>
<p>Physical Demands</p>	<p>The library setting is a general office setting. Duties require extensive use of computer monitors, keyboards, printers, and other office equipment. The noise level in the work environment is usually quiet. Normal demands of office work are applicable, walking, standing, and sitting at a desk is required. Lifting and moving will be required, i.e. books, equipment, and materials in excess of 25 pounds.</p>
<p>Guidelines</p>	<p>The incumbent will be guided by:</p> <ul style="list-style-type: none"> • Position Description • BCC Employee Policies and Procedures Manual • BCC Catalog • All applicable college, tribal, state, and federal policies, procedures, laws, rules and regulations.