

Blackfeet Community College



Position Description

Library Network Technician

Closing Date	November 1, 2017 @ 3:00 PM
Salary	\$10.60 to \$13.04 Depending on experience
Department	Library
Personnel Definition	Classified Position, Regular Half (.5)-Time
Term of Employment	12 months/year, 26 pay periods
FLSA	Non-exempt (or exempt for)
Supervision Received	The levels of supervision received (chain of command) are: <ul style="list-style-type: none"> • Director of Library Services • Vice President/Provost of Academic Affairs • President
Supervision Exercised	<ul style="list-style-type: none"> • None
General Statement of Duties	Incumbent is under the supervision of the Director of Library Services and is responsible for the digitization of VHS and DVD materials, uploading files to content management system, and create promotional materials. This position is a two-year, non-renewable position.
Specific Area of Duties	<ul style="list-style-type: none"> • Digitize video • Compress files for content management system • Transfer files to content management system • Video editing • Metadata transfer • Create promotional materials for the project
Qualifications	<ul style="list-style-type: none"> • Associate degree in computer related field required • At least 2 years' digitization experience, with 1 year computer related job experience
Knowledge, Skills & Abilities Required	<p>Knowledge Required:</p> <ul style="list-style-type: none"> • Knowledge of the operation of basic office equipment • Knowledge of databases and online catalogs • Knowledge of audio and video equipment • Knowledge of video editing software <p>Skills Required:</p> <ul style="list-style-type: none"> • Excellent oral and written communication skills • Excellent organizational skills • Time management skills • Working with computer programs

	<p>Abilities Required:</p> <ul style="list-style-type: none"> • Ability to type accurately • Ability to be creative • Ability to work with minimal supervision
Complexity	Incumbant will work in the library during hours of operation, flexible scheduling is allowed during academic year Must possess willingness to learn.
Personal Contacts	Has contact with personnel in all departments, students, Board of Trustees, Blackfeet Tribal departments and programs staff, and other related entities and persons that are necessary to contact to conduct the day-to-day business operations of the Library.
Physical Demands	Work is performed in a normal office environment. Duties require extensive use of computers and office equipment. The noise level in the work environment is usually quiet. Normal demand of office work is applicable. Walking, standing, and sitting at desk is required. Some lifting will be required (i.e. books, equipment, and other miscellaneous materials).
Guidelines	<p>This position will be guided by:</p> <ul style="list-style-type: none"> • Position Description • Employee Contract • BCC Policies and Procedures Manual • BCC Catalog • All applicable tribal, federal and special policies, laws, rules and regulations as they apply.