



**RENTON TECHNICAL COLLEGE**  
invites applications for the position of:  
**Library Coordinator**

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**SALARY:** \$2,863.75 - \$4,037.65 Monthly

**OPENING DATE:** 05/11/17

**CLOSING DATE:** 05/25/17 11:59 PM

**POSITION:**

Renton Technical College (RTC), located southeast of Seattle, provides career training, retraining, academic education, basic studies preparation and continuing education courses for those seeking marketable job skills or personal enrichment. RTC was recently identified as one of the Top 10 Community Colleges in the Country, by the Aspen Institute's College Excellence Program. Designated as a Leader College by Achieving the Dream, Inc., RTC is also proud to be a Military Friendly School, with a goal of serving those who chose to serve.

This position reports directly to the Library Director and is part of the Library Team. The Library Coordinator is responsible for cataloging records in a variety of sources, maintaining on-line catalog and updating library database records and assisting library patrons. This is a full-time, classified and overtime eligible position. This position is scheduled to begin upon selection.

*Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among professional staff. We strongly encourage members of protected groups to apply for this position to meet the needs of our diverse students and service district.*

**KEY RESPONSIBILITIES:**

- Provide leadership in working to improve access and successful educational outcomes for underrepresented student populations.
- Perform bibliographic searching and identifies cataloging records in sources such as Cataloging in Publication (CIP), Library of Congress (LC) or Online Computer Library Center (OCLC).
- Complete copy cataloging and upgrade records which require classification, subject analysis, and extensive descriptive changes; corrects or adds subjects or classifications using RDA and AACR2.
- Original cataloging using RDA and AACR2 for items not found in copy catalog sources.
- Maintain on-line catalog and update library database records using ALMA and PRIMO automated library systems and other systems.
- Process library materials.
- Provide backup reference services as needed.
- Assist library patrons with the operation of library computers and audiovisual equipment.
- Supervise other library staff when the librarian and, or library director is not available.
- Provide backup support for the circulation desk.
- Order library materials and supplies and work with vendors when library specialist is unavailable.
- Coordinate maintenance of staff and public photocopiers when library specialist is unavailable.
- Assist library patrons with reference questions & perform reference searches using both print and on-line reference resources.

- Operate and update the ALMAon-line system.
- Responsible for hiring and supervising student workers.
- Train and direct students in processing of materials and in shelf maintenance.
- Assist patrons at the circulation desk, including checking out and checking in library materials, handling money, and answering the phone.
- Responsible for library building when library director is unavailable.

**REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:**

- Demonstrated leadership or participation with person from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and leaning abilities, and a commitment to an inclusive and equitable working / learning environment.
- Experience with automated library systems such as Alma/Primo, Voyager, OCLC, ProQuest, and/or EBSCO, is preferred.
- Familiarity of RDA Toolkit for cataloging.
- High school graduate or equivalent and three years of applicable library technical experience One year of college education or training in library technical services may substitute on a month for month basis for required experience.
- Ability to catalog (copy and original) under the Dewey Decimal classification system using RDA and AACR2.
- Ability to represent the college in a positive manner.
- Effective oral and written communication skills.
- Ability to maintain confidentiality, think critically and exercise independent judgment required.
- Advanced knowledge of current Microsoft Office software, specifically experience creating & editing documents, spreadsheets and presentations. Previous success learning new computer software programs/platforms required.
- Excellent leadership and interpersonal skills and ability to work effectively as part of a team.
- Successful experience using tact, discretion and courtesy while interacting with all persons.
- Demonstrated attention to detail required as well as previous experience maintaining accurate records, managing multiple tasks, and planning and organizing work in order to meet changing priorities and deadlines and work effectively under pressure.
- Knowledge of, understanding of, and commitment to the education role and philosophy of the technical college.
- Ability to represent the college and personnel in a positive manner.
- Ability to represent the library and staff in shared governance, committees, meetings, or councils.

**CONDITIONS OF EMPLOYMENT:**

The person hired must provide authorization for employment in the United States. This person is required to become a member of the Union, Prof-Tech, or pay a representation fee within thirty calendar days after the 6-month probationary period.

*For questions regarding this position contact 425-235-2296 or nmedbury@rtc.edu*

**EEO STATEMENT:**

Renton Technical College provides equal opportunity in education and employment and does not discriminate on the basis of race, color national origin, age, perceived or actual physical or mental disability, pregnancy, genetic information, sex, sexual orientation, gender identity,

marital status, creed, religion, honorably discharged veterans or military status, or use of a trained guide dog or service animal, as required by Title VI of the Civil Rights Act of 1964, Title VII of the Civil Rights Act of 1964, Title IX of the Educational Amendments of 1972, Sections 504 and 508 of the Rehabilitation Act of 1973, the Americans with Disabilities Act and ADA Amendment Act, the Age Discrimination Act of 1975, the Violence Against Women Reauthorization Act and Washington State Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations.

The following college official has been designated to handle inquiries regarding this policy:

Lesley Hogan  
Title IX / EEO Coordinator, Executive Director of Human Resources  
3000 NE 4th Street Renton, WA 98056  
(425)235-7873  
[titleix@rtc.edu](mailto:titleix@rtc.edu)

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APPLICATIONS MAY BE FILED ONLINE AT:  
<http://www.RTC.edu>

Position #17-P0002  
LIBRARY COORDINATOR  
NM

3000 NE 4th Street  
Renton, WA 98056  
425 235 2296

[hmail@rtc.edu](mailto:hmail@rtc.edu)

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