



RENTON TECHNICAL COLLEGE
invites applications for the position of:
Library Specialist

SALARY: \$2,517.29 - \$3,118.60 Monthly

OPENING DATE: 07/19/17

CLOSING DATE: 08/01/17 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 full-time, classified and overtime eligible position is part of the Library team and reports to the Library Director. The Library Specialist will perform routine library technical tasks, including maintenance of stacks and patron borrower records, assist library patrons with routine reference and quick information questions on general subjects and the use of library resources perform physical processing of library materials and track expenditures of library funds. The Library Specialist needs to be detail oriented, self-motivated, and creative, have the ability to prioritize their workload, excellent customer services skills and have the ability to interact with others in a professional manner. Normal work hours for this position will be 7:00 am to 3:30 pm, Monday through Friday. 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:

- Analyze and resolve problems.
- Order library materials and supplies and work with vendors.
- Coordinate maintenance of staff and public photocopiers.
- Assist library patrons with reference questions and perform reference searches using both print and on-line reference resources.
- Operate and update the ALMA ILS.
- Generate, monitor and amend data exports from library ILS.
- Coordinate SMS data with current library ILS to run patron loads for updated status. Maintain and edit the integrity of imported SMS data.
- Coordinate overdue notices and the billing process.
- Monitor outstanding payables and bills.
- Track disposition and billing of lost library items.
- Coordinate library operations with the college's registration, purchasing, accounts receivable and accounts payable departments, bookstore, maintenance and custodial departments.
- Track library expenditures and make weekly cash deposits.
- Ensure state and college fiscal accounting, record retention and surplus policies are followed accurately.

- Create purchase orders/requests and monitor/track all encumbered purchase orders, including closeouts and transfers. Transfer expenses within departmental budgets as directed.
- Secure price quotes for requested purchases.
- Train and direct student in processing of materials and in shelf maintenance.
- Oversee management of student assistants in the absence of Library Coordinator.
- Assist patrons at the circulation desk, including checking out and checking in library materials, handling money, and answering the phone.
- Assist with bi-annual fixed asset inventory, including reconciliation.

REQUIRED KNOWLEDGE, SKILLS AND RESPONSIBILITIES:

- Demonstrated leadership or participation in institutional programs with person from diverse backgrounds such as sexual orientation, racial, ethnic, religious, linguistic, gender, age, socio-economic, physical and learning abilities, and a commitment to an inclusive and equitable working / learning environment.
- 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 represent the college in a positive and professional manner.
- Effective oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality, think critically and exercise independent judgment required.
- Intermediate knowledge of Microsoft Office, 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.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, Chinese).

PREFERRED QUALIFICATIONS:

- Experience with automated library systems such as ALMA/PRIMO, Voyager, OCLC, Proquest, and/or EBSCO.

CONDITIONS OF EMPLOYMENT:

The person hired is required to provide authorization for employment in the United States. This person is also required to become a member of the WFSE union, or pay a representation fee within 30 calendar days after employment begins.

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

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

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

Position #17-W0009
LIBRARY SPECIALIST
NM

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Renton, WA 98056
425 235 2296

hmail@rtc.edu
