



RENTON TECHNICAL COLLEGE
invites applications for the position of:

Library Paraprofessional / Part-time

SALARY: \$14.88 - \$18.47 Hourly

OPENING DATE: 06/18/19

CLOSING DATE: 07/14/19 11:59 PM

POSITION:

Renton Technical College, located southeast of Seattle, has provided quality education in a variety of occupations for over 75 years. Our apprenticeship, professional-technical certificate, and degree programs offer entry and mid-level training in the areas of allied health, trades and industry, culinary, business, technology, automotive, and general education. Our outstanding college & career pathways program with classes in adult basic education, English as a second language, and GED preparation is available to those who need additional preparation prior to entering a training program and for those who simply wish to improve their math and English skills. As an Achieving the Dream Leader College and an Aspen Institute top 10 finalist for the Aspen Prize for Community College Excellence, RTC is also proud to be a Military Friendly School, serving those who chose to serve.

This part-time (*15 hours per week*), classified position is part of the Library Team and reports to the Library Director. This position will be responsible for performing a variety of library functions, principally assisting library users at the main circulation/information desk and performing routine clerical tasks in support of library operations. **Work hours for this position are Tuesday through Thursday 3:15 pm – 8:15 pm.** This work is represented by RTC's WFSE union and is scheduled to begin upon selection. Salary listed is inclusive of the 07/01/2019 general wage increase and the King County pay premium. This is not a benefit eligible position.

Renton Technical College is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its professional staff. The students that we serve come from a variety of backgrounds and over 60% of color. We strongly encourage members of underrepresented groups, veterans, and bi- or multi-lingual individuals to apply for this position to help meet the needs of our diverse students and service district.

KEY RESPONSIBILITIES INCLUDE:

- Provide leadership in working to improve access and successful educational outcomes for underrepresented student populations.
- Analyze and resolve problems.
- Assist patrons at the circulation desk, including checking in/out of library materials, printing assistance, handling money, and answering the phone.
- Assist patrons with basic reference questions and perform basic reference searches using both print and on-line reference resources.
- Answer library informational and directions questions; answer questions regarding information contained in the catalog system, refer clients to appropriate employees for other services.
- Perform opening and closing procedures.
- Operate the ALMA Library Services Platform.
- Physically processes items for collections including stamping, labeling sorting, and organizing library materials including books, magazines, newspapers, CD's, DVD's, and/or video tapes
- Shelf items in various library collections according to specific classification schemes.
- Perform daily shelf reading and maintain assigned library sections; monitor, arrange, straighten, and shift library materials.
- Update catalog records such as add holdings and change locations; check manual and/or automated systems for name and subject authorities and reports conflicting entries; input information into an automated catalog system, perform database clean-up and inventory.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES:

- 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.
- High school graduate or equivalent and one year 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.
- Effective oral and written communication skills.
- Ability to work independently with minimal supervision.
- Ability to maintain confidentiality, think critically and exercise independent judgment.
- Excellent communication and interpersonal skills with the ability to work with a diverse clientele of faculty, students, staff, library team and community patrons
- 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.
- Basic understanding of Library terminology, systems, and processes.
- Ability to File numerically/alphabetically and utilize the Dewey Decimal System.
- General understanding of a library management system such as Alma/Primo and WorldCat.
- Knowledge and skills working with Microsoft Office, specifically experience creating and editing accessible documents, spreadsheets and reports.
- Demonstrated ability to promote universal design and accessibility. Proficiency in (or ability to learn within 6 month of hire) the production of accessibly content, whether print or electronic.
- Ability to represent the college in a positive and professional manner, while using tact, discretion and courtesy.
- Ability to speak a regionally top spoken language other than English is preferred (Spanish, Vietnamese, Russian, Somali, and Chinese).

TERMS OF EMPLOYMENT:

The person hired is required to provide authorization for employment in the United States.

All offers of employment are subject to background checks. Post offer, pre hire background checks (including criminal record) may be conducted. Information from the background check will not necessarily preclude employment, but will be considered in determining the applicant's suitability and competence to perform in the position.

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 the nondiscrimination policies: Title IX / EEO Coordinator, Executive Director of Human Resources 3000 NE 4th Street Renton, WA 98056 (425)235-7873, titleix@rtc.edu.

Jeanne Clery statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act of 1998, and as a part of the College's commitment to safety and security on campus, Renton Technical College reports the mandate information about current campus policies concerning

safety and security issues, the required statistics, and other related information for the past three (3) calendar years. Renton Technical College's Annual Safety and Fire Report is available online at: <https://www.rtc.edu/annual-security-report>

For information on how to access the RTC Daily Crime Log follow this link: <https://www.rtc.edu/node/4321>

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

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

hrmail@rtc.edu

Position #19-W0004PT
LIBRARY PARAPROFESSIONAL / PART-TIME
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