



LAKE WASHINGTON INSTITUTE OF TECHNOLOGY
invites applications for the position of:
Library Technician II

SALARY: \$20.00 Hourly

OPENING DATE: 07/12/21

CLOSING DATE: 07/26/21 11:59 PM

SUMMARY OF RESPONSIBILITIES:

Lake Washington Institute of Technology (LWTech), located 15 miles northeast of Seattle, is the only public institute of technology in Washington state and has provided high quality education since 1949. We offer 10 applied bachelor's degrees, 40 associate degrees and 80 professional certificates in 41 areas of study, including STEM-focused programs in Science, Technology, Engineering and Math. LWTech is located within the city of Kirkland, which is home to companies such as GoDaddy, Google, Astronics and EvergreenHealth, and the college is within minutes from Microsoft and Nintendo. LWTech was recognized by the Aspen Institute as one of the top 150 two year colleges in the nation in 2018 and is proud to be a Military Friendly School.

LWTech is committed to increasing its cultural diversity with an emphasis on equity and inclusion among its staff and faculty. We serve a student population of 6,500 that come from a variety of backgrounds. We strongly value diversity and are working to improve access and successful educational outcomes for all students. We are actively seeking applicants that will help to balance our employee workforce to align with our students and community. Questions regarding the College's commitment to diversity and our campus culture may be directed to Human Resources. Equity, Diversity, Inclusion Council

The Library Technician II position provides both general and specialized library assistance and supports many of the functions of the Information Desk at the Library Learning Commons, including fulfillment, directional, and clerical tasks. As a public-facing, customer-service-oriented position, the Technician is responsible for assisting visitors, utilizing and optimizing the automated library system (Alma/Primo), and performing routine and complex library technical tasks. This position requires specialized knowledge and skills related to the functions of the library, including library collection management, bibliographic and item-level descriptions and classification, as well as subject and copy cataloging. Due to the small size of the library and its team, the work in this position is primarily self-directed, and performed under general and infrequent supervision from the Library Coordinator, Faculty Librarians, and Division Dean.

ESSENTIAL FUNCTIONS:

- Provide public-facing service at the Information Desk of the Library Learning Commons, assisting library visitors, including students, employees, and community members, in properly using library resources
- Assist library patrons with locating, retrieving, and checking out library materials; assist with reference and bibliographic questions; process library materials and maintain follow-up systems for matters requiring action
- Collect, select, classify, and compile data on library usage from several sources and make scheduled summary reports
- Critically design reports on collection and fulfillment data to inform library collection

- development and operations
- Perform complex descriptive, copy, and subject cataloging and classification in line with established cataloging rules and standards, including LC and MARC
 - Proactively and independently design and optimize workflows and procedures related to acquisitions, fulfillment, and general library operations and functionality
 - Manage notifications within the integrated library system (ILS) related to overdue items, item recalls, and patron fines/fees; craft additional email and phone notifications when necessary
 - Collaborate with the college cashier's office on patron fines/fees and payments; assess student account statuses and remove blocks/holds when necessary
 - Perform clerical and other office support functions of equivalent or lower classifications; direct the activities and projects of student workers, volunteers, and interns, as authorized
 - Interact in a team-based work environment, including supporting team goals, providing strong communication and documentation, and contributing regular feedback to colleagues

QUALIFICATIONS:

Required Qualifications:

- AAS degree in library science or related and one year related work experience
- Excellent communication and interpersonal skills; ability to use tact, discretion, and courtesy and establish and maintain effective working relationships with students, employees, vendors, and others
- Thorough knowledge of English composition; capability of crafting appropriate documentation for internal and external use
- Strong technical skills required; ability to work with numbers accurately; demonstrated ability to work effectively both independently and as a member of a team
- Knowledge of Microsoft Word and Excel
- Knowledge of a contemporary integrated library system (ILS), such as Alma/Primo Some knowledge of bibliographic tools preferred, such as OCLC
- Demonstrated understanding of cultural humility and the ability to work in a diverse, multicultural and multilingual environment

Preferred Qualifications:

- Bachelor's degree in a relevant field
- Knowledge of Google Apps (including Drive, Docs, and Sheets)
- Basic web editing skills using a content management system (CMS)
- Knowledge of or experience with academic libraries
- Knowledge of proprietary and open research databases

SUPPLEMENTAL INFORMATION:

Salary is \$20 an hour; salary placement for current classified employees is per the classified bargained agreement. This position works 40 hours per week, typical hours are Monday through Thursday from 11:30 a.m to 8:30 p.m. and Saturday from 9:30 a.m. to 5:30 p.m. Medical, dental and insurance benefits are provided as currently administered under Public Employees Benefits Board; State Retirement Plan; vacation and sick leave begin to accrue at the rate of 1 prorated day per month, dependent on percent of full-time, effective upon employment. This is a union-covered position.

Required Online Application Materials

Online application

Current resume

Cover letter

Responses to the supplemental questions included in the online application process

Conditions of Employment

Official transcripts/certifications will be required upon employment

Job offers are contingent upon successful completion of background/reference checks

Physical/Mental Requirements: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Mobility: ability to sit, walk or stand for extended periods of time

Dexterity: fine manipulation sufficient to operate a computer keyboard, handle individual papers, write and take notes and/or prepare materials or equipment

Lifting: frequently lift, carry, push, pull, or otherwise move objects up to 20 pounds

Hearing/Talking: ability to hear normal speech, speak and hear on the telephone, and speak in person

Emotional/Psychological Factors: ability to make decisions and concentrate, frequent contact with co-workers, as well as the public

Visual Requirements: close vision sufficient to read files, documents, and computer screens and do close-up work; ability to adjust focus frequently

Environmental/Work Conditions

Frequent use of office equipment

Exposure to weather; corridors between building are located outdoors

Eligibility Verification

If you are hired, you will need proof of identity, and documentation of U.S. citizenship or legal authorization to work

Affirmative Action Statement

Lake Washington Institute of Technology is an equal opportunity employer. Women and minority groups are strongly encouraged to apply. Lake Washington Institute of Technology does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, gender expression, creed, disabled veteran status, marital status or Vietnam-era veteran status in its programs and activities. Questions regarding the College's Affirmative Action Policy may be directed to the Meena Park, Executive Director of Human Resources, Affirmative Action Office/Title IX Coordinator, (425) 739-8212.

Jeanne Clery Statement: Notice of Availability of Annual Security and Fire Safety Report: In compliance with the 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, Lake Washington Institute of Technology(LWTech) reports the mandated information about current campus policies concerning safety and security issues, the required statistics, and other related information for the past three (3) calendar years. LWTech's Annual Safety Report (ASR) is available online at www.lwtech.edu/about/campus-

safety/.

To obtain a paper copy of the report, please visit the LWTech Safety Department located in the East Building at 11605 132nd Avenue NE Kirkland, WA 98034.

Pursuant to RCW 28B.112.080, applicants must declare whether they are the subject of any substantiated findings of sexual misconduct in any current or former employment or is currently being investigated for, or have left a position during an investigation into, a violation of any sexual misconduct policy at the applicant's current or past employers. By law, post-secondary education institutions cannot hire an applicant who does not complete this form.

CORRECTIONS OR EXTENDED NOTICES

You must submit an online application, including resume and letter, at <http://www.lwtech.edu>. We do not accept hardcopy, faxed, or emailed application materials.

Position #22C003
LIBRARY TECHNICIAN II
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All application materials become the property of Lake Washington Institute of Technology.

OUR OFFICE IS LOCATED AT:
11605 132nd Ave NE
Kirkland, WA 98034
425-739-8212
hr@lwtech.edu

Accommodation: Persons with disabilities who need special accommodations for the application process should contact the Executive Director of Human Resources (425) 739-8212 or (425) 739-8122 TDD.

Interview Process: Applicants whose backgrounds best match the position's essential functions and qualifications are generally contacted for interview by phone or email 2 to 4 weeks after the position closes.

Equal Opportunity: Lake Washington Institute of Technology is an affirmative action/equal opportunity employer committed to providing equal opportunity and nondiscrimination to employment applicants and employees without regard to race or ethnicity, creed, color, national origin, sex, marital status, sexual orientation, age, religion, genetic information, the presence of any sensory, mental, or physical disability, or whether a disabled veteran or Vietnam era veteran. Questions can be directed to the Executive Director of Human Resources/Title IX Coordinator at (425) 739-8212.

Immigration Reform and Control Act requirement: All new employees are required by law to submit documentation proving eligibility to work in the United State by completing an Employment Eligibility Form (I-9) within three days of employment.

Library Technician II Supplemental Questionnaire

- * 1. The Library staff and faculty work as a highly collaborative team. In 500 words or less, describe what you value about teamwork and how you typically contribute in a team environment.

- * 2. Lake Washington values diversity and welcomes students from all backgrounds and levels of educational attainment. In 500 words or less, please describe how you would help LWTech enhance its commitment to diversity.

- * 3. Are you able to perform the essential functions of this position, with or without accommodation?
 Yes No

- * 4. Acknowledgement of required application materials.
An LWTech application packet must contain a **complete application (including education & employment history), resume, and cover letter**. Please ensure your application is complete and that you attach your resume and letter before moving forward with this submission.
 I acknowledge that if my application packet - including a complete application, resume, and cover letter - is incomplete, LWTech will not consider me for this position.
- * Required Question