Bellingham Technical College

Library Specialist

Description

Bellingham Technical College invites applications for one full-time regular classified Library Specialist position. This position reports to the Executive Director of Library, eLearning & Academic Support and is anticipated to start in September 2023.

Under general supervision, this position performs complex library technical tasks using intensive application of knowledge and skills in technical services, which includes the acquisition, cataloging and processing of all library materials. This role also includes working at the library information desk providing circulation, reference, and technology support to students and employees, and performing the duties of an ITRC Assistant III, as well as other duties as assigned.

Located in Bellingham, Washington, where the Cascade Mountains meet the Salish Sea, Bellingham Technical College (BTC) offers student-centered, high quality professional technical education throughout Whatcom County and is the only technical college serving northwest Washington State. BTC plays a vital role in meeting the region's workforce needs. Each year, BTC proudly serves approximately 6,000 students, equipping them with workforce education degrees and certificates. BTC works closely with regional employers and partners to develop programs that align with industry demands, supporting economic development in our community and beyond. The BTC Library supports the college's mission by offering excellent resources and services that align with the curriculum and community needs.

BTC is committed to creating and maintaining a welcoming campus that supports diversity, promotes a sense of community, provides an effective work and learning environment, and encourages respect for individuals. As an Equal Opportunity employer, BTC values diversity and aims to recruit employees that reflect the diverse backgrounds of our community, including ethnicity, national origin, religion, race, gender, gender identity, age, status as a veteran or disabled veteran, disability, political status, and sexual orientation. The successful candidate will be expected to contribute to a successful and supportive learning environment for a diverse college student population with a wide range of backgrounds and experiences.

Position Duties & Responsibilities

Note: the examples of work are not necessarily descriptive of all work for this position. The intent of this description is to give a general indication of the levels of responsibility, knowledge, skills, training, experience and complexity required to perform the essential work of the position. The omission of specific duties or tasks does not preclude management from assigning additional duties or tasks not listed.

- Order, receive, process, and maintain print, electronic, digital and other media;
- Catalog, create and maintain local holdings;
- Perform original, complex, and copy cataloging of print, electronic, digital and other media to facilitate their identification, access and use;
- Interpret and apply Library of Congress subject headings, the Dewey Decimal System, Resource Description and Access (RDA), and Online Computer Library Center (OCLC) manuals in cataloging and classifying library materials;
- Load Machine-Readable Cataloging (MARC) record files;
- Perform general database maintenance;
- Maintain records of library acquisitions and collection statistics;
- Consult with colleagues on improving catalog usability;
- Stay current in cataloging best practices, policies and procedures;
- Provide circulation, information and reference assistance to library patrons;
- Instruct patrons in the use of library materials and library procedures;
- Understand and use subscription databases, eBook, journals, and book/DVD collections to assist patrons;
- Instruct students in digital literacy and technology, including BTC student accounts and systems;
- Communicate professionally in person, by telephone, through email, and via online meeting;

- Serve as back-up for interlibrary loan, reserves, and acquisitions;
- Assist with Alma administrative tasks as needed;
- Perform the duties of ITRC Assistant III;
- Perform related duties as required.

Qualifications

Minimum Qualifications:
- High school graduation or equivalent; AND
- Four years of applicable library technical experience; INCLUDING
- One year of experience in the area of specialization; OR
- Equivalent education/experience (i.e. two years of college course work in major study area AND two years of experience in the specific area of operation).

Preferred Qualifications:
- Associate Degree; OR
- Vocational Certificate; OR
- Bachelor's Degree in Library and Information Science; AND
- Two years applicable library technical services experience;
- Recent experience in public service and computer technical support at a library;
- Experience working in the technical services area of an integrated library management system, Ex Libris Alma.

Knowledge & Experience, Skills & Abilities:
The knowledge, skills, and abilities listed below represent the characteristics and essential performance expectations of the position. Applicants do not necessarily need to enter the position with all of these knowledge, skills, and abilities, as this position allows for growth and development.

Knowledge & Experience with:
- Technical services areas of an integrated library management system; experience working with Alma and Primo systems preferred;
- Various formats of library resources;
- Bibliographic and cataloging standards, including MARC21, AACR2(rev.), and RDA;
- Navigating and creating content in online systems;
- Troubleshooting computer software and hardware problems.

Skills:
- Computer proficiency in word processing, spreadsheets and data entry;
- Excellent reading, writing, grammar, mathematical, and computer skills;
- Outstanding interpersonal skills, including a desire and ability to work collaboratively with colleagues, students, and other members of the campus community;
- Strong public service and outreach skills that reflect a commitment to customer relations and user-centered library services;
- Demonstrated understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of technical college students;
- Professional customer service demeanor;
- Willingness to take direction and feedback;
- Strong organizational, problem-solving, analytical, and troubleshooting skills;
- Excellent record-keeping skills.

Ability to:
- Learn new methods, procedures, or techniques resulting from department and/or college-wide change;
- Discern sensitive materials and maintain appropriate confidentiality;
- Adhere to a high standard of integrity, honesty, and professionalism;
- Exercise good judgment and independent problem solving and decision-making skills;
- Work under pressure managing multiple tasks in an open office setting with frequent interruptions and prioritize competing demands;
- Provide outstanding customer service;
- Work effectively as part of a team;
- Communicate in a positive manner with a diverse population;
- Work independently;
- Troubleshoot and problem solve.

Physical Work Environment:
Library setting which requires ability to sit/stand working at a desk/computer workstation in a shared office setting for long periods of time, working at a busy information/technical support desk; lift up to 20 lbs. such as to stack books and periodicals; requires the ability to grasp, push, pull and reach overhead including reaching the bottom shelf and the top shelf; step on a step-stool or short ladder; stoop, push/pull loaded book carts; handle dusty library materials; use library media equipment; operate a variety of standard office equipment.

Supplemental Information

Compensation and Work Schedule:
In accordance with the negotiated agreement with the Bellingham Educational Support Team (B.E.S.T.), Range 9, Library Specialist, full-time salary is $4,263 per month, $24.50 per hour, with annual increments to $5,350 per month, $30.75 pr hour after five years of BTC service in the position.

Work schedule:
Regular work schedule is generally Monday through Friday, 8:00 a.m. to 5:00 p.m. However, scheduling flexibility is also required since this position includes working between the 7:30 a.m. to 7 p.m. work day.

Leave is subject to the BEST negotiated agreement which currently expires June 30, 2026. This position receives 8 hours per month of sick leave and starts with 10.67 hours per month (16 days per year) of vacation leave, 24 hours of personal leave and 12 paid state/college holidays per calendar year. The sick leave and personal leave are available after successful completion of a 180 worked day probationary period. Benefits also include a Washington State insurance package including medical, dental, vision, life insurance, and long-term disability; a retirement benefits package, with choice between the Public Employees Retirement System (PERS) Plan 2 or 3, up to five days of bereavement leave, depending on relative, up to 3 days birth/adoption leave, military leave per RCW 38.40.060 and paid civil/jury duty. Additional optional benefits include ability to participate in a medical Flexible Spending plan, Limited Purpose Flexible Spending plan, or Health Savings Account; Dependent Care Assistance; auto and homeowners insurance discounts, employee only tuition waiver assistance; and two voluntary investment (not matched) programs - TIAA (403b) or the State Deferred Compensation (457) plan.

Condition of Employment:
Bellingham Educational Support Team (BEST) membership within 60 calendar days of hire date.

Application Procedures and Deadline:
Required application materials must be completed and submitted online at http://www.btc.edu/jobs and received by 5 p.m. on July 28, 2023. Application materials received after this date and time will not be considered. You will be contacted if scheduled for an interview. More information about Bellingham Technical College at www.btc.edu or call the Human Resources Office at (360) 752-8354.

Examination Requirements:
All applicants are required to complete the online Supplemental Questions, which will be scored.

All BEST positions are filled in accordance with Article XI of the current negotiated working agreement and with College hiring procedures.

Required Online Application Materials:
- Completed BTC Online Employment Application & Online Supplemental Questions

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The application package and all materials submitted with it become the property of the college and will not be returned or considered for additional or future openings.

Mission: Bellingham Technical College provides student-centered, high-quality professional technical education for today's needs and tomorrow's opportunities.

Employment Eligibility Verification: Bellingham Technical College employs only United States citizens and lawfully authorized non-U.S. citizens. All new employees must show employment eligibility verification as required by the Department of Homeland Security.

Non Discrimination/Equal Opportunity: Bellingham Technical College does not discriminate against any person on the basis of race, color, religion, national origin, disability, sex, genetic information, or age in admission, treatment, or participation in its programs, services and activities, or in employment. All Inquiries regarding compliance with access, equal opportunity and/or grievance procedures should be directed to the Executive Director of Human Resources, Bellingham Technical College, 3028 Lindbergh Avenue, Bellingham, WA 98225; (360) 752-8354; email hr@btc.edu.

Disability Accommodations: Upon request, accommodations are available to persons with disabilities for the application process. Contact Human Resources at (360) 752-8354; email hr@btc.edu.

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Phone   360 752-8354
Website   https://www.governmentjobs.com/careers/btc
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