



GRAYS HARBOR COLLEGE
invites applications for the position of:
**Library & Archives
Paraprofessional 3:
Technical Services**

SALARY	\$3,294.00 - \$4,385.00 Monthly \$39,528.00 - \$52,620.00 Annually
JOB TYPE	Full-Time
OPENING DATE	04/05/2024
CLOSING DATE	5/5/2024 11:59 PM Pacific

Description

The John Spellman Library at Grays Harbor College is looking for an energetic and experienced Library and Archives Paraprofessional 3. The ideal candidate will be flexible, have strong technical services skills, and is excited about delivering essential library services to GHC students, faculty, and staff. The Library and Archives Paraprofessional 3 is a full-time permanent position eligible for full benefits. Schedule will normally be Monday – Friday with exact schedule to be determined. There may be occasional evening and weekend duties.

The Library and Archives Paraprofessional 3 works under the general direction of the Associate Dean for Library, eLearning, and Learning Support Services, and applies expert level knowledge and skills to perform library tasks and services. The primary duties of this position include acquisitions, copy cataloging/catalog maintenance, and budget tracking. The successful candidate is able to effectively and professionally communicate in oral, written, and non-verbal format with colleagues and diverse learner populations. It is vital that all library staff remain current in technologies and learning resources that are critical to job duties, student retention, and success.

Grays Harbor College has an excellent benefits package to include medical, dental, vision, basic life insurance, primary and supplemental retirement programs and long-term disability insurance. Full-time employees will also receive 9.33 hours of vacation leave per month to start, 8 hours of sick leave per month, and 4 personal leave days a year. Washington state also observes 11 paid holidays per year. Classified positions at Grays Harbor College have been designated as bargaining unit positions represented by the Washington Public Employees Association, Local 365. The union and the college have a collective bargaining agreement (referred to as the contract) that is posted on the GHC website. <https://www.ghc.edu/hr/labor-relations>

Grays Harbor is committed to providing excellent educational opportunities. We prioritize student learning, promote student and faculty success, foster an inclusive environment, manage our resources, and connect with the community. We strive to create a culturally relevant environment on campus and in the community by learning and practicing equity-mindedness and promoting faculty, staff, and student diversity.

Essential Duties and Responsibilities

Acquisition and Cataloging Services

- Search Alma library database and publisher and vendor websites to verify availability of books and media requested for purchase by collections development librarian;
- Place orders to purchase print, electronic, and visual library resources;
- Receive orders and correspond with vendors and publishers to resolve order problems;

- Search OCLC Records Manager or vendor websites to download bibliographic records for copy cataloging;
- Performs complex copy cataloging of library materials such as completing and upgrading records which require classification, subject analysis, and extensive descriptive changes;
- Perform original cataloging for materials not found in bibliographic databases;
- Assign call numbers using Dewey Decimal classification schedules, with adaptation to local cataloging scheme;
- Update bibliographic records with classification, subject headings, or descriptive updates as indicated by Alma Authority Control task recommendations;
- Enter and revise Machine-Readable Catalog (MARC) data for bibliographic records in Alma catalog according to established library standards (RDA and AACR2);
- Upload MARC bibliographic records from electronic resource vendors into Alma;
- Maintain complex holding and item records in Alma;
- Oversee work study and library technical employees in processing new book and media items with call number labels, property stamps, and security tape;
- Write and revise procedural documents.

Financial and Budget Management

- Place orders to purchase library supplies and equipment;
- Submit invoices for payment and reconcile purchase card statements in ctLink;
- Correspond with publishers and vendors, and identify and resolves problems with suppliers;
- Maintain library financial spreadsheets and accounts for library resource expenses, including projections for recurring renewals;
- Reconcile library spreadsheet records with ctLink budget reports, monthly or as needed;
- Maintain print and electronic files of purchase record documents and contract and license agreements;
- Tracks copyright permissions by maintaining records for tracking requests and managing payment;
- Write and revise procedural documents.

Public Services

- Answers basic informational and directional questions;
- Refers patrons to appropriate employees for other services;
- Provides courteous, effective and timely customer service;
- Performs circulation functions such as checking materials and other resources in and out, processing holds, and answering patrons questions;
- Shelves, shifts, and shelf-reads items in various collections according to specifications;
- Opens and closes the library as needed;
- Collects and maintains statistics;
- Oversees and assists student workers at the desk.
- Other duties as assigned.

Qualifications

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Required Qualifications:

- High school diploma or equivalent.
- Previous experience working in a library setting or equivalent experience.
- Experience working with library automation systems.
- Experience with library processing software.
- Demonstrated organizational ability such as filing.

- Strong experience working with Microsoft Office products including Word, Excel, and Outlook.
- Ability to quickly learn and become competent with new computer software and technologies.

Preferred Qualifications:

- Previous experience working in a community college or other academic setting.
- Demonstrated experience working in a customer service setting.
- Experience working with Alma.
- Experience working with XML.

Competencies:

- Library: Experience with OCLC, copy cataloging, and ILS acquisitions and cataloging management.
- Computer Skills: Familiarity with Microsoft office, and library systems software and databases.
- Adaptability/Flexibility: Meets changes in work responsibilities, conditions and situations, and is willing to learn new things in an ever-changing environment.
- Teamwork: Ability to solve problems and work well with other people on the job, cooperatively and collaboratively.
- Productivity: Processing of library materials and performance of job duties in an efficient and timely manner.

Supplemental Information

In addition to the GHC online Application you will need to submit the following materials. Incomplete applications will not be accepted or considered.

- Letter of application addressing your qualifications for the position.
- Resume
- Contact information for 3 professional references.

Background checks - Prior to a new hire, a background check including criminal record history will 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. Applicants considered for this position will be required to disclose if they are the subject of any substantiated findings or current investigations related to sexual misconduct at their current employment and past employment. Disclosure is required under [Washington State Law](#).

Grays Harbor College 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 veteran 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's Law Against Discrimination, Chapter 49.60 RCW and their implementing regulations. The following persons have been designated to handle inquiries regarding the non-discrimination policies:

Title II/Section 504 – Colleen Meyers, Interim Executive Director of HR

Title IX Coordinator – Ashley Bowie-Gallegos, Dean of Student Services and Enrollment Management

For further information on notice of non-discrimination, visit <https://ocrcas.ed.gov/contact-ocr> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

Agency	Grays Harbor College
Address	1620 Edward P. Smith Drive, Aberdeen, Washington, 98520
Phone	(360) 538-4257
Website	https://www.schooljobs.com/careers/ghc