

HILLSBOROUGH COMMUNITY COLLEGE

CLASS SPECIFICATION

<i>Class Title:</i>	Learning Resources Coordinator	<i>BOT Date:</i>	June 22, 1998
<i>Level:</i>	G	<i>FLSA Status:</i>	Exempt
		<i>Class Code:</i>	E0730
		<i>Adm. Rev:</i>	

GENERAL DESCRIPTION

Manages and oversees the operation and administration of a Learning Resources Center (LRC).

KEY RESPONSIBILITIES

% OF TIME

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1.*	Supervises, initiates, and disseminates work assignments and schedules for assigned staff. Monitors and evaluates staff performance, trains and provides staff development opportunities.	25%
2.*	Manages and oversees daily operations of the campus LRC which may include circulation, audiovisual services and lab, slide collection, campus processing, periodicals, etc. Conducts meetings as needed.	15%
3.*	Communicates LRC and College policies and procedures to staff and explains LRC policies and procedures to students. Handles routine student concerns and complaints, and recommends appropriate action.	15%
4.*	Writes, reviews, and updates LRC and College procedures; reviews forms and recommends changes.	5%
5.*	Coordinates campus LRC budget process for equipment and supplies; coordinates requisitions, and documents LRC materials and supplies.	5%
6.	Ensures the security and maintenance of the physical assets of the campus LRC; assists students and troubleshoots LRC equipment problems.	15%
7.	Prepares and maintains essential LRC records and files, and prepares correspondence, reports, etc.	10%
8.	Coordinates the acquisition and distribution of LRC equipment and supplies. Establishes rapport with the library faculty and assists them in preparing materials and providing professional support.	5%
9.	Serves on College, regional and statewide committees. Keeps abreast of new developments for learning resources and/or technical services.	5%
10.	Performs other similar and related duties as assigned.	

* Indicates an "essential" job function.

<i>Class Title:</i> Learning Rsrcs Coord	<i>Class Code:</i> E0730	<i>Level:</i> G
KEY JOB REQUIREMENTS		
<i>Education:</i>	Bachelor's Degree required.	
<i>Experience:</i>	3 to 5 years prior related work experience.	
<i>Planning:</i>	Plans events that will occur during the year, and have some effect on the department's annual expenditures, and or revenues. The primary scope of planning activities in this position affects the department or equivalent.	
<i>Budgets Impact:</i>	Has a strong, but not controlling, voice in decisions on the budget; can authorize or recommend expenditures within an approved budget. Actions may have a direct contribution on the methods used to generate revenues. No impact on grant funds or revenue generation.	
<i>Impact of Decisions:</i>	Makes recommendations or decisions which typically affect the assigned department, but may at times affect operations, services, individuals, or activities of my campus.	
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines. Moderate analytic ability is needed to gather and interpret data where results/answers can be found after analysis of several facts.	
<i>Decision Making:</i>	Independent judgment is required to study previously established, often partially relevant guidelines; plan for various interrelated activities; and coordinate such activities within a work unit or while completing a project.	
<i>Problem Solving:</i>	Problem solving involves identification and analysis of diverse problems; answers are usually found by reviewing standard technical manuals and administrative procedures and modifying them for unusual situations.	
<i>Communication with Others:</i>	Requires regular internal contacts to carry out programs and to explain specialized matters, or occasional contacts with officials at higher levels on matters requiring cooperation, explanation and persuasion. External contacts are required to carry out programs and to explain non-specialized matters.	
<i>Supervision of Others:</i>	Provides limited supervision for one or more functions within a department. Formally plans, assigns, directs, and coordinates the work of these functions. Nature of work supervised is primarily technically oriented or complex, includes additional administrative responsibilities, and requires a working knowledge of unit or departmental activities.	
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. This level is reserved for an individual with a four-year degree or with high-level vocational skills demonstrated by a number of years of on-the-position experience. Writes reports using technical data requiring considerable interpretation, developing new methods and procedures. Frequently applies knowledge to practical issues.	
<i>Innovation/Creativity:</i>	Work requires using original and creative thinking to develop new, moderately complex results. The results generally impact several work groups, a large project or an extended customer base.	
<i>Working Conditions/ Physical Effort:</i>	Work requires only minor physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.	