

# HILLSBOROUGH COMMUNITY COLLEGE

## CLASS SPECIFICATION

<i>Class Title:</i>	Learning Resources Technician – Library/Student Services	<i>BOT Date:</i> 10/1/96
<i>Level:</i>	J	<i>FLSA Status:</i> Non-exempt
	<i>Class Code:</i> N1010	<i>Adm. Rev:</i>

### GENERAL DESCRIPTION

Provides and monitors equipment and technical services used as instructional and/or learning aides by College faculty, administration, staff, students and community at assigned learning resources unit. Equipment and services provided include audio-visual equipment, circulation, periodicals, computer software, etc. Operates equipment as needed and ensures equipment maintained in proper working order.

### KEY RESPONSIBILITIES

### % OF TIME

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1.*	Assists students in research and usage of all computer databases.	20%
2.*	Answers directional and informational questions of library patrons. Utilizes databases as needed to answer questions. Assists patrons in operating equipment as needed.	20%
3.*	Assists with all functions of the Circulation Desk, including issuing of library cards, checking in and out of library materials.	15%
4.*	Checks-in books, periodicals, audio/visual materials and shelves on a daily basis.	15%
5.	Maintains and troubleshoots computer equipment; maintains periodical materials, and reference materials.	10%
6.	Verifies, processes and receives all AV/book orders for campus libraries and notifies librarians and faculty as received.	5%
7.	Processes interlibrary loan requests for faculty from other library systems; processes and fulfills requests as needed.	5%
8.	Compiles and produces computerized monthly statistical usage reports.	5%
9.	May aid in the training of student assistants.	5%
10.	Performs other similar and related duties as needed.	

\* Indicates an "essential" job function.

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**KEY JOB REQUIREMENTS**

<i>Formal Education:</i>	Bachelor's Degree required.
<i>Work Experience:</i>	1 to 2 years prior related work experience required.
<i>Planning:</i>	Plans events that are expected to occur within a few working days. The primary scope of planning activities in this position affects the unit or equivalent.
<i>Impact on Budgets:</i>	Provides incidental services indirectly related to the use or misuse of the expense or revenues. authority to actually spend the budget. May collect or process revenues/expenses..
<i>Impact on Grant Funds:</i>	No impact on grant funds.
<i>Impact on Revenue Generating:</i>	No impact on revenues.
<i>Impact of Decisions:</i>	Moderate responsibility for making recommendations or decisions which usually affect the assigned department, but may at times affect operations, services, individuals, or activities of the assigned campus.
<i>Complexity:</i>	Work is complex and varied and requires the selection and application of technical and detailed guidelines.
<i>Decision Making:</i>	Supervision is present to establish general objectives relative to a specific project. Independent judgment is required to identify, select, and apply the most appropriate of available guidelines and procedures, interpret precedents, and adopt standard methods or practices.
<i>Problem Solving:</i>	Problems are not easy to identify, but are similar to those seen before. Solutions can often be found by using methods chosen before in similar situations.
<i>Communication with Others:</i>	Regular contacts to carry out programs and to explain specialized matter.
<i>External Contacts:</i>	Occasional contact with outside agencies and the general public, supplying or seeking information.
<i>Level of Supervisory Responsibility:</i>	Has responsibility or authority limited to the direction of student or temporary workers. Nature of work supervised is limited to highly standardized, routine administrative duties.
<i>Job-Related Knowledge:</i>	Requires entry-level knowledge of theories and practices of a professional field. 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 improving methods or procedures affecting delivery of service to selected customers or students or the completion of small projects.
<i>Working Conditions/Physical Effort:</i>	Work requires only minimal physical exertion and/or physical strain. Work environment involves only infrequent exposure to disagreeable elements.

