Title: Library Technician
FLSA Classification: Non-exempt (Hourly)
Hiring Rate: $48,857.40 - $54,284.00 ($23.49 – $26.10) per hour

Primary Responsibility

This position provides bibliographic instructional and information retrieval and reference services, catalogues and classifies materials, instructs/assists users; compiles data; prepares reports; and assists in operations, procedures, and processes for the College Library.

Pre-requisites for Position (Qualifications Standards)

Education and Experience: Bachelor’s Degree from an accredited institution and 4-year related work experience; or, Associate’s Degree or two-year college certificate and 6 years related work experience, or High School Diploma/GED and 7 years related work experience. Or equivalent education and experience that will provide the necessary knowledge, skill and abilities to perform the functions of the position.

Special Skills or abilities related to position: organize and prioritize work and handle multiple projects; exceptional verbal, written, analytical, and interpersonal skills. Knowledge of: principles and practices of library science; information technology as relates to libraries.

Welcoming. Innovative. Focused on Student Success. These principles reflect the soul of CMC. They guide us in building our teams, cultivating leaders, and expanding our approaches and mindset. They guide us to be an institution of higher education that’s the right fit for every faculty member, staff, student, and community member in its trust. Applicants must demonstrate a commitment to working effectively with students, employees, and community members of all backgrounds.

Bilingual (English/Spanish) or conversational language abilities preferred.

Essential Duties

1. Instruct Library users in research methodologies and practices
2. Catalogues and classifies print and non-print materials.
3. Instructs/assists users and patrons in Library computer lab.
4. Provide technical support for library systems and computer applications.
5. Prepares and verifies bibliographies, participates in circulation of materials, compiles data and statistics.
6. Prepares reports; maintains records.
7. Participates in collection development.
8. Assists in long-range planning, provides interlibrary lending services for patrons, implementation of policies and procedures, and overall Library operations.
9. Aids in training part-time and student staff.
10. Promotes Campus Library services
11. Performs other duties as assigned.

**Supervision Received**

This position receives general supervision from a designated supervisor.

**Supervision of the Position**

This position receives general supervision from a professional/technical employee.

**Special Conditions of Employment**

Successful completion of a background check including motor vehicles records report will be required. Incumbents in this position will adhere to all safety and compliance policies of Colorado Mountain College while performing all duties assigned.

**Working Conditions**

This position requires constant sitting, occasional walking, standing and driving; occasional handling objects, pushing/pulling; frequent reaching with hands/arms, and use of finger movements; occasional lifting, carrying, pushing or pulling objects up to 50 lbs. Constant written and oral communication and the ability to reason and analyze and perform calculations occasionally. Work is performed using a computer and standard office equipment daily and driving a vehicle occasionally.

CMC is committed to the full inclusion of all qualified individuals. As part of this commitment, the College will assist individuals who have a disability with any reasonable accommodation requests related to employment, including completing the application process, interviewing, completing any pre-employment testing, participating in the employee selection process, and/or to perform essential job functions where the requested accommodation does not impose an undue hardship. If you have a disability and require reasonable accommodation to ensure you have a positive experience applying or interviewing for this position, please direct your inquiries to our ADA Coordinator, Human Resources, benefits@coloradomtn.edu

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NOTE: This position description is intended to indicate the basic nature of positions allocated to this class and provide examples of typical duties that may be assigned. It does not imply that all positions within the class perform all of the duties listed, nor does it necessarily list all possible duties that may be assigned. Employee may perform other related duties as required to meet the ongoing needs of the organization.