

**FLORIDA STATE COLLEGE AT JACKSONVILLE  
JOB DESCRIPTION, 2014**

**LIBRARY TECHNICAL SERVICES PROGRAM COORDINATOR**

**FLSA STATUS: NON-EXEMPT – PAY GRADE: 19 - C**

**GENERAL STATEMENT OF JOB**

Catalogs and organizes print, media and electronic information resources, collects and compiles statistics for collection assessment reports, and manages the activities of Library Technical Services. Possesses knowledge in the use of: AACR2, RDA, LCSH, LC Classification, MARC, OCLC Connexion, authority control, OPAC, Discovery Interface functions, and Ex Libris Aleph ILS cataloging and acquisitions modules.

**CHARACTERISTIC DUTIES AND RESPONSIBILITIES**

Performs original as well as copy cataloging for all materials formats.

Updates holdings in shared Aleph system and in OCLC.

Identifies and solves problems in processing items.

Coordinates acquisitions processes with all College campus and center libraries.

Maintains database information and compiles statistics concerning library collections for all campus and center libraries.

Performs database maintenance with quality control standards and patron accessibility as priorities.

Recommends process improvements for acquisitions and cataloging functions.

Serves as a resource person for cataloging, and keeps abreast of standards for bibliographic control of library materials.

Communicates and cooperates with librarians and library personnel at each campus and center.

Generates and distributes statistical reports.

Generates overdue notices for the College.

Trains and supervises student assistants where applicable.

Participates in listservs, webinars, and other training to enable best practices and new initiatives in cataloging and technical services.

Performs related duties as required.

**SUPERVISION RECEIVED**

Supervision is received from the Executive Dean of Library Services.

**SUPERVISION EXERCISED**

Supervises assigned staff and student assistants.

**MINIMUM QUALIFICATIONS**

A bachelor's degree from an accredited institution supplemented by six (6) years of related experience.

**MINIMUM QUALIFICATIONS OR STANDARDS REQUIRED  
TO PERFORM ESSENTIAL JOB FUNCTIONS**

**Physical Requirements:** Must be physically able to operate a variety of machines and equipment including computer, office equipment, telephone, etc.. Physical demands are essentially those of sedentary work. Tasks may require extended periods of time at a keyboard or workstation.

**Data Conception:** Requires the ability to compare and/or judge the readily observable, functional, structural or compositional characteristics (whether similar to or divergent from obvious standards) of documentation, files, accounts, and equipment.

**Interpersonal Communication:** Requires the ability to speak and/or signal people to convey or exchange information. Includes issuing and receiving assignments, instructions, and/or directions.

**Language Ability:** Requires ability to read standard English, as well as basic technical data, policy and procedure manuals, codes, etc.. Requires the ability to prepare forms and reports using prescribed formats. Requires the ability to communicate with a broad array of individuals from various professional backgrounds.

**Intelligence:** Requires the ability to apply principles of logical thinking to define problems, collect data, establish facts and draw valid conclusions; to interpret a variety of instructions or inquiries furnished in written and/or oral form; to acquire knowledge of topics related to occupation.

**Verbal Aptitude:** Requires the ability to record and deliver information, to explain procedures, and to follow oral/written instructions. Must be able to communicate effectively with co-workers, the public, and students.

**Numerical Aptitude:** Must be able to add, subtract, multiply and divide; calculate decimals and percentages.

**Form/Spatial Aptitude:** Requires the ability to inspect items for proper length, width and shape, and visually read various information.

**Motor Coordination:** Requires the ability to coordinate hands and eyes accurately in operating modern office equipment and machinery.

**Manual Dexterity:** Must have minimal levels of eye/hand/foot coordination.

**Color Discrimination:** May not require the ability to differentiate between colors and shades of color.

**Interpersonal Temperament:** Requires the ability to deal with people beyond receiving instructions. Must be adaptable to performing under moderate levels of stress, imposed by frequent deadlines, peak workloads, or public/student contact.

**Physical Communication:** Requires the ability to talk and hear: (talking: expressing or exchanging ideas by means of spoken words; hearing: perceiving nature of sounds by ear).

**Environmental Requirements:** Tasks are regularly performed without exposure to adverse environmental conditions (e.g., dirt, cold, rain, fumes).

Effective: 7/2014