

San Diego Community College District

CLASSIFICATION DESCRIPTION

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Job Code: J1109
Original Date: 08/1994
Last Revision: 05/2016
Staff Type: Classified
FLSA status: Non-exempt
Salary Range: 23

Title: Instructional Lab Technician / Library Services

Unit: Office Technical

DEFINITION

Under the direction of an instructor or assigned supervisor or manager, assist the instructional program by performing complex technical work in a Library environment.

DISTINGUISHING CHARACTERISTICS

The Instructional Lab Technician class is distinguished from the Instructional Assistant class in that positions assigned to the class of Instructional Lab Technician oversee complex instructional functions for a Library and must possess extensive technical or academic training and experience in the multimedia field. Under the direction of an administrator or specified faculty member, incumbents work independently and provide work direction and training to Instructional Assistants, media clerks, and/or student assistants.

EXAMPLE OF DUTIES

1. Prepare and issue materials and equipment for student and faculty use; maintain equipment and instructional materials usage records; use computer indexes.
2. Oversee operation and maintenance of all audio-visual equipment, computers, and telecommunications equipment used in the library by students.
3. Assist staff, faculty, and students in the proper use of materials and equipment; coordinate and assign work of subordinates.
4. Create, implement, and maintain procedures for the service desk; interpret policies for databases.
5. Create and maintain budget monitoring system for all Learning Resource Center accounts, including daily/monthly/yearly reports; assist in development of department budget.
6. Prepare and process N/S requisitions; create and maintain department order files.
7. Interview vendors to assess new equipment, supplies, equipment maintenance contracts, and leased copiers, printers, and change machines.
8. Create and coordinate preview services to faculty for new audio-visual media.
9. Maintain accountability for money removed from change machines in accordance with district procedures; create and maintain in-house tracking system for such funds.
10. Assist Librarians in guiding library patrons in use of print, non-print, and computerized resources; create and prepare forms for reference and tour services; set up and lay out materials for instructional tours; coordinate library display schedule.
11. Perform other related duties as assigned by supervisor.

DESIRABLE QUALIFICATIONS**Knowledge:**

Applicable laws and regulations.
Basic operating knowledge of word processing, spreadsheet and database programs.
District organization, operations, policies, and objectives.
English usage, grammar, spelling, punctuation, and vocabulary.
Interpersonal skills, using tact, patience and courtesy.
Methods, techniques, and procedures used in video and audio recorders, computers, and other audio-visual equipment.
Operating systems of all equipment.
Operation, use, maintenance, and repair of instructional media services, machines, and equipment.
Oral and written communication skills.
Principles and practices of work direction and training.
Principles, practices, and procedures of a library facility, including a thorough understanding of library filing systems.
Record-keeping techniques.
Safety regulations involving equipment and other materials found in a library environment.
Technical aspects of the field of specialty.

Skills and Abilities:

Assemble, maintain, and repair media equipment.
Assist students in understanding and applying basic principles of library services.
Communicate effectively both orally and in writing.
Coordinate technical instructional media services and distribution of equipment.
Demonstrate competence in the field of media production, computers, and telecommunications.
Ensure the care and security of assigned equipment, materials, and supplies.
Establish and maintain effective working relationships with others.
Explain and comply with applicable laws and regulations.
Explain work assignments to students.
Issue and receive equipment and supplies.
Maintain records and prepare reports.
Make simple arithmetic calculations.
Meet schedules and time lines.
Operate a variety of instructional services media equipment and machines.
Plan and organize work.
Provide technical information and assistance related to instructional services to administrators, faculty, staff, and students.
Relate effectively with people from varied cultural and socio-economic backgrounds.
Train and provide work direction to others.
Understand and follow written and oral directions.
Work cooperatively with others.
Work independently with little direction.

Training and Experience:

Any combination of training and experience equivalent to: receipt of a certificate in Library Technology or five (5) years of experience in library operations; experience in an instructional setting is preferred.

WORKING CONDITIONS**Physical Requirements:**

Category II.

Environment:

Favorable, involves a library setting.