



# SHORTER COLLEGE JOB POSTING

**Company:** Shorter College

**Job Title:** Library Technician

**Department:** Academic Affairs

**Status:** Exempt

**Start Date:** Upon completion of Drug Test and Background Checks

**Location:** North Little Rock, AR

**Salary Expectations:** Commensurate with experience

**Work Schedule:** 40 hours a week

## **SUMMARY, ESSENTIAL DUTIES AND RESPONSIBILITIES:**

The position will perform a variety of detailed and moderately complex technical support duties. The position requires skill in and understanding of established library methods, procedures, and the use of specific library tools. The Technician must have proven excellent customer service skills and professional demeanor and maintain positive, productive relationships with team members and patrons. To provide effective and efficient services, the Library Technician is flexible, maintains confidentiality, and uses tact and diplomacy at all times.

Other duties include:

- Provide circulation management and maintenance.
- Manage circulation, including reserve materials.
- Keep circulation statistics
- Run necessary reports as needed.
- Maintain copier and report building maintenance issues
- Monitoring supplies, requesting service, and reporting usage.
- Observe and report building maintenance problems (lights out, leaks, improper cleaning, alarms, temperature control, or other problems).
- Manage supplies and handouts for Library Classroom and information literacy instructions. Manage the collection and input of assistance statistics.
- Provide patron assistance
- Check out/in library books, reserve material, and other items to library patrons.
- Verify patron eligibility and monitor security gate alarms.
- Assist patrons with directions, locating materials, photocopier, scanning and printing.
- Provide new employee training and work-study management.
- In the absence of the professional staff, providing oversight for the Library according to established procedures includes contacting security, maintenance, the Dean, or other administrative officers in emergencies.
- Exhibit positive interpersonal and communication skills when working with students, faculty, staff, and supervisor.
- Perform related and shared responsibilities as required.
- Including but not limited to mail intake and distribution, shelving and shelf maintenance, and daily walk-through and statistics.
- Work as a member of the team to support co-workers.
- Enforcement of Covid-19 precautions.

**EDUCATION and/or EXPERIENCE:**

**Preferred Qualifications:**

Library experience and a minimum of an Associate Degree is preferred. Six months to one year of experience in a library environment.

**Required Qualifications:**

Formal education equivalent of a high school diploma.

Internet and MS Word, Excel, PowerPoint, and Outlook proficiency.

**LANGUAGE SKILLS:** Understanding and knowledge of Library operations.

**CERTIFICATES, LICENSES, REGISTRATIONS:** N/A

**PHYSICAL DEMANDS:** Not Applicable

**WORK ENVIRONMENT:** This position is conducted in a Library on a college campus.

**REQUIRED TESTING:** Alcohol and Drug Test; Background Check

**HOW TO APPLY:** Applicants may submit a resume and cover letter to [humanresources@shortercollege.edu](mailto:humanresources@shortercollege.edu)  
or Mail to: 604 Locust Street, North Little Rock AR, 72214