



Trinity Valley Community College

Job Description

LRC Technical Assistant

COMMITMENT TO MISSION

This job carries with it the obligation to uphold the Mission of Trinity Valley Community College (TVCC) in carrying out the duties of the position. A commitment to positive interpersonal behaviors, professional communication, diversity, integrity, leadership, stewardship, respect and accountability to TVCC students and employees is essential.

PRIMARY PURPOSE:

Under the guidance of the director of the learning resource center or campus librarian, will complete assigned duties in the LRC, LRC computer room, and other components of LRC activities.

REPORTS TO:

Director of Learning Resources Center or Campus Librarian

SUPERVISES:

None

EDUCATION AND EXPERIENCE QUALIFICATIONS:

EDUCATION REQUIRED:

High school diploma or GED

PREFERRED:

Associate degree, certificate, or equivalent.

EXPERIENCE REQUIRED:

One (1) year of adequate computer and word processing skills. Library skills and experience in an educational setting. Ability to train and instruct others.

OTHER LICENSES OR CERTIFICATIONS:

None

KNOWLEDGE AND SKILLS REQUIRED:

- Typing/Data Entry
- Computer software proficiency – Microsoft Office
- Operating equipment – office or otherwise
- Written and oral communication
- Interpersonal and/or customer service skills
- Attention to detail
- Operational Systems and procedures

The foregoing statements describe the general purpose and responsibilities assigned to this job and are not an exhaustive list of all responsibilities, duties, and skills that may be required. Job Descriptions may be subject to change.

RESPONSIBILITIES:

- Follow and help enforce LRC policies and procedures.
- Receive requests for materials from faculty and verify author, title, publisher, date, and price. Use Books in Print, Cumulative Book Index, etc.
- Receive and process requests for interlibrary loan materials.
- Order books using a computerized electronic ordering system, telephone, and other methods as appropriate. Check new books to see that they are in proper condition and agree with master order file.
- Order MARC records for books and videos using an online vendor.
- Load new records in Sirsi database, delete obsolete records, and maintain integrity of the database.
- Process books with TVCC stamp, labels, security strips etc. Order and receive materials and

All TVCC positions are security sensitive and require a criminal background check.



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- supplies, microfilm, periodicals, newspapers, and keep maintenance order records.
- Verify invoices and authorize for payment. Maintain departmental budget control records. Initiate correspondence as necessary.
- Responsible for maintenance of computers and instruction in using online databases available to students.
- Monitor the circulation desk as required, check out books and dispense reserve materials.
- Supervise and train student assistants and delegate work responsibilities to those assistants.
- Process time sheets for student assistants.
- Complete book repair.
- Assist students, faculty, and administration with reference requests and/or location of materials.
- Maintain reserve collection and new book lists for faculty. Withdraw outdated materials.
- Monitor and assist students using computers in the LRC Computer Room, if applicable.
- Maintain and update LRC computer according to IT guidelines and under supervision of appropriate personnel.
- Copy and collate LRC materials.
- Maintain LRC records and files.
- Perform annual LRC inventory; maintain ongoing LRC inventory.
- Participate in online chat sessions with students and/or faculty needing assistance with library services, if applicable.
- Participate in content production for social media account
- Assist with assigned LRC projects.
- Assist with equipment in LRC that is available for student use. Copier, scanner, & fax.
- Issue and receive back Perkins funded and TVCC funded equipment for student use. Including laptops, hotspots, web cameras, and all necessary forms.
- Production and issuance of students, staff, and faculty ID cards for satellite campuses. Processing and issuance of parking permits for students, faculty and staff, as required.
- Assist in the implementation of student activities coordinated with other departments on campus, as needed.
- Direct students with non-library questions to appropriate departments on campus
- May require irregular evenings and/or weekend work.
- Other duties as assigned by appropriate supervisory personnel.

WORKING CONDITIONS:

TOOLS/EQUIPMENT USED:

- Standard office equipment
- Personal computer and peripherals
- Calculator
- Copier
- Fax machine

PHYSICAL DEMANDS:

- Requires: Climbing, Balancing, Stooping, Kneeling, Crouching, Reaching, Pushing, Pulling, Finger dexterity, Grasping Talking, Hearing, Repetitive motions, Sedentary, Computer Work, Light work,
- Subject to: Standing, Walking, Lifting, Medium Work

MENTAL DEMANDS:

- Frequent interruptions: 25-50% of the time

OTHER DEMANDS:

None

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The above job description has been reviewed with the employee. It was explained that all questions concerning duties, responsibilities, working conditions, hours, etc., should be directed to the immediate supervisor.

Employee's Signature

Date

Supervisor's Signature

Date

Approved: 7/18/01

Revised: 9/24/2021

Classification:	Staff	Coordinating/Non-Coordinating:	NC
FLSA Status:	Non-Exempt	TVCC Job Code:	1210
DBM:	A	Travel Required:	Less than 25% of the time
IPDEDS/SOC CODE:	25-4031	Employment Status:	Full-Time
Salary Grade:	125	Length:	12 Months
FUND:	001	TRS POS. CODE	TRS 01

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