

JOB ANNOUNCEMENT

Library Technician III – FT

OPENING DATE: April 17, 2018
REVIEW DATE: April 30, 2018
CLOSING DATE: Open until filled
START DATE: ASAP
LOCATION: NWIC Main Campus
SALARY: \$37,000 Max DOE

The salary placement upon hire will be based on the selected candidate's education and relevant work experience as outlined in the job announcement and the established salary schedule for the classification of position to be filled.

Northwest Indian College hiring practices include adherence to the Indian Preference Act (Title 25, U.S. Code, Section 473). NWIC supports and provides equal opportunity employment and educational opportunities without regard to race, color, religion, national origin, sex (including pregnancy), disability, age, veteran status, sexual orientation, gender identity or expression, marital status or genetic information.

SCOPE OF WORK

This position is responsible for processing, cataloging, and classifying library materials; processing interlibrary loan borrowing and lending requests; tracking serials; and providing direct library services.

DUTIES & RESPONSIBILITIES

1. Performs simple and adaptive copy cataloging and classification of library materials in all formats: searches appropriate databases for matching bibliographic descriptions, evaluates data for quality and accuracy, makes minor edits as appropriate, and downloads into the library system.
2. Physically processes library materials.
3. Processes borrowing requests: verifies citations; orders items; monitors statuses, processes received materials.
4. Processes lending requests: verifies citations; fills requests; monitors statuses.
5. Tracks receipt of serials and processes claims.
6. Compiles related statistics and report as needed.
7. Provides direct library services such as staffing the circulation/reference desk and assisting library patrons locate and use library resources, services, and equipment.
8. May direct activities of Library Technicians I or II, or work study students assigned to the Library.
9. Other duties may be assigned, including those of Library Technician II or I.

SUPERVISORY RESPONSIBILITIES

May directly supervise employees and work study students in the Library in the absence of the Director. May carry out supervisory responsibilities in accordance with the college's policies and applicable laws. Supervisory responsibilities may include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems, as assigned.

QUALIFICATIONS REQUIRED

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skills, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Minimum Qualifications:

- Two year certificate/associate's degree in library technology.
- One year of previous work experience in library technical services and interlibrary loan, or equivalent education/experience totaling 3 years.
- Ability to write routine reports and correspondence.
- Ability to speak effectively before groups of customers or employees of the college.
- Attention to detail and ability to perform work accurately and completely.
- Ability to learn and follow instructions.
- Ability to communicate effectively both orally and in writing.
- Ability to operate office and library equipment.
- Ability to work well independently as well as a member of a team.

Preferred Qualifications:

- Previous work experience in a tribal college.
- Knowledge of or interest in Native American peoples, especially of the Pacific Northwest Coast.

Language Skills:

- Ability to read and interpret documents such as policies, rules, operating instructions, and procedure manuals.

Mathematical Skills:

- Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent to draw and interpret bar graphs.

Computer Skills:

- Proficiency using word processing, Internet, and email. Ability to learn to use the Integrated Library System and subscription databases.

APPLICATION PROCESS

Interested individuals should submit the following application materials directly to the NWIC Human Resources Office only.

1. Cover letter addressing how you meet the position qualifications
2. NWIC Application
3. Equal Employment Opportunity (EEO) form
4. Current and complete professional resume
5. Copies of colleges transcripts (*official copy requested at time of hire*)
6. Three **letters** of recommendation from persons, who not members of your immediate family, who have firsthand knowledge of your qualifications for the position
7. If applicable to the position, provide copies of certificates/licenses/credentials

The job announcement and application forms are available online at www.nwic.edu/jobs or may be requested from and submitted directly to:

Northwest Indian College
Human Resources
2522 Kwina Road
Bellingham, WA 98226-9278
Telephone/Fax: (360) 392-4230
Email: employment@nwic.edu