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COMPLETE

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Page 1: Classified Position Request Form

Q1

Please enter the following:

Department	Library
Position Title	Library Technician III
Salary Range	32
Annual Salary at Step B*	\$48,756
Hours/week and # of months (e.g., 10-month, 11-month, 12-month)	40 hours/week, 12-month

Q2

Current goal this position will directly advance/support

This relates to Goal #4: Improve library circulation services and spaces that allow students to study and do research.

Q3

How will this position directly advance/support the goal listed above?

This position is crucial to the library's operations and to providing students with access to library materials. The Library Technician III is involved in the acquisition, cataloging, and circulation of library materials and for the recruitment, training, and supervision of student workers.

Q4

Replacement for a funded (vacant) position

What type of position is being requested?

Q5

Respondent skipped this question

Please attach the description for the position classification (contact GCCCD Human Resources to obtain this).

Q6

What are the actual duties and responsibilities that are specific to this requested position that you would like to highlight to help the Classified Hiring Priorities Committee understand the need for this position?(200 words or less)

Essential Functions: Fully utilize various library related interfaces including but not limited to the circulation, cataloging, acquisition and report modules of the integrated library system.
Conduct catalog maintenance in accordance with library rules and standards. Coordinate operations of assigned areas. Following standardized library cataloging rules and local cataloging standards acquire and edit permanent catalog records to facilitate identification, access and use of resources. In conjunction with a librarian, create permanent catalog records.
Recruit, interview, train, provide work direction, and evaluate hourly employees (non-classified); prepare employment forms, monitor hours and schedules to ensure coverage of library service desks.
Record, tabulate and compile statistics; create, generate, and maintain a variety of detailed statistical records and reports for assigned area(s) of responsibility.
Communicate with district personnel, students, other colleges and libraries, vendors, and community members regarding library services, policies, events and resolve issues.
Open and close the library as assigned according to established procedures including preparing equipment, securing the library, and locking/unlocking the doors.

Q7

Please address the following: How are the duties of the requested position currently being performed, if at all? How does the lack of this position impact the program or service area? What impact, if any, have frozen or vacant positions within the department had on services or staff workload? (200 words or less) (Rubric Criteria 1)

This position is currently filled, but the position will be vacated on December 15, 2022, when the incumbent retires. If this position is not filled the library will not be able to provide adequate circulation services.

Q8

How has the program/service area changed over the most recent five academic years and/or how is it expected to change within the next five years (i.e. growth, additional services, increased workload and reorganization) that warrants this position? **Please use both quantitative and qualitative data including, but not limited to: enrollment and productivity data, staffing or other studies, surveys, volume of students or employees served, total comp time accrued, number of hourly/intern/volunteer/work-study, and services provided.** (200 words or less) (Rubric Criterion 2)

There has been little change over the most recent five academic years.

Q9

Student Validation and Engagement

Which of the College's strategic priorities will this position most directly support? Note: Selecting more than one strategic goal will not impact the Classified Hiring Priorities Committee rating of the position.

Q10

Please explain how the requested position will support the college strategic priority(ies) identified above. (200 words or less) (Rubric Criterion 3)

This position is responsible for maintaining the reserve book collection, as well as catalog maintenance, providing customer service at the circulation desk, and hiring and supervising the hourly workers. If this position is not filled, the library's ability to circulate books and other library materials will be severely curtailed.

Q11

How will the position impact the ability of the program or service area to innovate and meet changing needs? (200 words or less) (Rubric Criterion 3)

This position is essential to the library's functioning.

Q12

Please confirm that you have discussed this faculty position request with the dean or manager and that you understand that deans and managers will be providing feedback to help inform the prioritization process.

Yes, I have discussed this position request with the Dean or Manager
