

POSITION TITLE: Library Information Technician (LIT)
SUPERVISOR: Library Services Director

DEPARTMENT: Library
SALARY: Dependent on Qualifications

MAJOR DUTIES:

Library Information Technician, (LIT) performs some major, as well as some varied and routine tasks, providing necessary support for students, faculty and public in the use of library and learning information resources that concentrate on the principles of information literacy. LIT will update the Library information learning resources webpage and assist with provision of all basic support library service.

SKILLS AND KNOWLEDGE:

Customer service oriented for work in public setting and possesses excellent verbal, written, and interpersonal communication skills, along with the ability to work with a broad constituency of library users with varying informational needs and computer experience. The successful candidate will possess skill and ability to deal with multiple demands to meet deadlines, complete process tasks, keep accuracy in records, as well as possess ability to work independently and as part of a team in support of institutional mission. Ability to extrapolate from example and prepare materials for digital or other instructional use. LIT must have proficiency at performing functions within computerized information, applications, and hardware system.

RESPONSIBILITIES:

- Perform tasks of record keeping, circulation, serial inventory, ordering, purchasing, cuff account maintenance, shelf maintenance, bibliographic control/copy cataloging, inter-library loan and other routine library tasks,
- Within limitations of current software application; review, update, and maintain library and information resources webpage; select subject headings, design and create layout of library webpage to improve structure and make user friendly
- Develop and prepare customized documentation or educational materials for learning and incorporating information literacy skills,
- Provide support for and coordinate services for faculty using information resources in their course instruction;
- Engage patrons in use of library information sources through presentations,
- Maintain confidentiality of patron records,
- Monitors conduct of younger age library patrons within the Library,
- Serve on College committees as required,
- Related work as assigned by Library Services Director.

QUALIFICATIONS:

Associates of Arts and 4 years of work experience; or Administrative Assistant Certificate or related with 8 years experience. Emphasis also on demonstrated quality work performance and experience including business etiquette and reliability, experience with computerized, integrated and comprehensive information systems; extensive work experience in Indian community; and extensive work experience in public setting.

APPLICATION PROCEDURES:

Interested applicants must submit a complete application. A complete application consists of: (1) college employment application form, (2) cover letter, (3) resume, (4) copy of transcript(s) and item (5) of a complete application, is three (3) letters of recommendation. Applications must be complete to be considered. Preference will be given to Indian applicants and Veterans but must be documented in application. . Submit complete application to: Office of the President, ATTN: Winona Brady, President Administrative Assistant, Fort Berthold Community College, P. O. Box 490, New Town, ND 58763

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