

ILISAĠVIK COLLEGE
-EXTERNAL JOB ANNOUNCEMENT -
Posting Date: June 6, 2016
Closing Date: Until filled

POSITION: Public Services Library Technician
LOCATION: Barrow, Alaska
REPORTS TO: Library Services Director
WORK SCHEDULE: Monday through Friday. 8:30a.m. to 5:00p.m.
COMPENSATION: \$24.67 Hourly + Benefits (Non-Exempt Position)

JOB DESCRIPTION: Under the supervision of the Public Services Librarian, the technician will perform a variety of technical and para-professional library functions related to the daily operations of the library. Included duties: maintain library circulation activities; assist patrons with basic reference questions, answer telephone, and check library e-mail. Help patrons in using library resources to locate and interpret information. Shelve books and maintain orderliness of collections. Assist librarians in the development and coordination of programs, services, events and displays. Collect and compile statistics reflecting daily library use, and group activities. Assist in processing new materials. Comply with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances. Perform other duties as assigned.

REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING): High school diploma or equivalent and some college. Excellent customer service skills. Demonstrated experience and knowledge of computer applications. Good oral, written, and interpersonal communication skills. Demonstrated ability to interact effectively in a multi-cultural environment. Available to work one night per week and every 5th Saturday. Ability to pass a pre-employment background check.

PREFERRED (EDUCATION/SPECIAL SKILLS/TRAINING): Associate's degree or equivalent; Demonstrated library work experience; Demonstrated experience working with children; Demonstrated bilingual speaking skills in English and Iñupiaq; Demonstrated knowledge in one or more of the following areas: post-secondary educational work experience; North Slope Borough [NSB] institutions and organizations; Iñupiat culture, language, values, and traditions; ability to interpret and represent NSB community values, customs, and beliefs for the College; and ability to interpret and represent College actions and Western institutions to the NSB community.

PHYSICAL REQUIREMENTS: The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; While performing the duties of this job, the employee is required to sit, stand, walk, use hands to finger, handle or feel objects, tools, controls, and reach with hands and arms; The employee is frequently required to stoop, kneel, crouch, or crawl and talk and hear; The employee is occasionally required to climb or balance, and may occasionally drive a vehicle; The employee must be able to lift and/or move up to 40 pounds; and Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

ENVIRONMENTAL CONDITIONS: The environmental conditions described here are representative of those an employee encounters while performing the essential functions of this job; Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions; and the employee is regularly required to work indoors with a usually moderate noise level in the work environment.

SUBMIT REQUIRED APPLICATION, COVER LETTER, AND RESUME TO:
ILISAĠVIK COLLEGE P.O. BOX 749 Barrow, Alaska 99723
ATTN: Human Resources Fax: [907] 852-3936

[Application may be downloaded via <http://www.ilisagvik.edu> or contact jobs@ilisagvik.edu]

-Iłisaġvik College is a Drug Free Work Place and Equal Opportunity Employer-