

**ILISAĠVIK COLLEGE**  
**-EXTERNAL JOB ANNOUNCEMENT -**  
**Posting Date: September 9, 2015**  
**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:** \$23.50 Hourly + Benefits (Non-Exempt Position)

**JOB DESCRIPTION:** Checks in and checks out library materials to patrons; Assists library patrons at the reference desk, on the telephone, or by e-mail in using library resources to locate and interpret information; Shelves books and maintains orderliness of collections; Assists the Youth Services Librarian to develop and coordinate programs and services to children and youth as well as other library programs and events; Collects and compiles statistics reflecting daily library operations: circulation, reference questions, patron use, computer use, and group activities; Assists in processing new materials; Assists in interlibrary loan activities; Assists patrons with computer usage, troubleshoots computers and other automated library information systems; Ability to travel periodically; Complies with College policies, procedures and administrative directives, as well as state, federal, and local laws, regulations, and ordinances; and Performs other related duties as required.

**REQUIRED (EDUCATION/SPECIAL SKILLS/TRAINING):** High school diploma or equivalent; Excellent customer service skills; Demonstrated experience and knowledge of computer applications and networks; Good oral, written, and interpersonal communication skills; Demonstrated ability to interact effectively in a multicultural environment; Ability to pass a pre-employment background check; and valid driver's license.

**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](mailto:jobs@ilisagvik.edu)]

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