

Library & Archives Paraprofessional 2 - PT/Hourly
Community Colleges of Spokane

Direct Link: <https://www.AcademicKeys.com/r?job=251945>

Downloaded On: Jan. 31, 2025 12:02am

Posted Jan. 22, 2025, set to expire Jan. 6, 2026

Job Title	Library & Archives Paraprofessional 2 - PT/Hourly
Department	Staff
Institution	Community Colleges of Spokane Spokane, Washington
Date Posted	Jan. 22, 2025
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff Part-Time/Temporary Staff
Academic Field(s)	Library
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Job Description	

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Library & Archives Paraprofessional 2 - PT/Hourly

Community Colleges of Spokane

Location:Spokane CC Main Campus Spokane

Department:SCC Library Services

Pt/Hourly - Up to 18 hours/week

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Open continuous.

Salary Range: \$18.61 - \$24.71

Starting salary for this position is: \$18.61(Hourly)

Employees hired at the entry step of this range receive salary step advancement after six months and every 12 months thereafter. An employee hired at anything higher than the entry step of the range will have salary step advancement after 12 months and every 12 months thereafter until they reach the top of the salary range. Each salary step advancement will be approximately a 5% increase.

About Us

Spokane Community College, part of Spokane Colleges, serves 15,000 students with career technical, liberal arts, and adult education programs in Spokane and surrounding rural communities.

Applications will be forwarded to the hiring official as they are received and accepted until the need is filled.

About the Library & Archives Paraprofessional 2 - PT/Hourly

JOB SUMMARY

Under the general supervision of the Library Circulation Supervisor, the Library & Archives Paraprofessional 2 contributes to the success of our highly diverse student body by providing friendly, supportive, and professional customer service at the SCC library checkout desk.

Tasks include all basic circulation functions, e.g., checkout/check-in, reserves, shelf maintenance, assessing/collecting fines, updating patron and collection records and making decisions regarding unusual circumstances related to circulation problems. The position is responsible for receiving and checking in periodicals and assisting in inter-library loan activities.

This is a non-permanent, hourly position.

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CHARACTERISTIC DUTIES AND RESPONSIBILITIES

- Perform complex circulation desk functions, charging/discharging materials; assessing/collecting fines; updating item/patron records; placing/removing holds on student records; assisting with routine information requests. *
- Open/close the library building according to established schedule. *
- Respond to building security or emergency situations in absence of supervisor. *
- Maintain patron information in the Integrated Library System (ILS), including record updates and guest registration; maintain patron record confidentiality following state policies. Follow up on problem reports and resolve all issues in a timely manner. *
- Train and direct student employees. *
- Assist with processing, lending and borrowing interlibrary loan materials. Verify bibliographic citations. Process materials for delivery. *
- Receive and process serial titles using the Integrated Library System (ILS). Discard serials according to retention schedules. May send claim notices to vendors when a periodical is not received. *
- Assist with processing of library materials. *
- Monitor and oversee stack maintenance. *
- Provide excellent friendly customer service. *
- Model professional decorum and mutual respect in all personal interactions. *
- Comply with district policies, procedures and directives, state and federal regulations, orders and statutes and collective bargaining agreements. *
- Support and advance the Spokane Colleges strategic plan, and perform other duties as assigned. *

**Indicates this is an essential duty.*

COMPETENCIES

- Action Oriented
- Optimizes Work Processes
- Ensures Accountability
- Drives Results
- Collaborates
- Values Differences
- Communicates Effectively
- Instills Trust

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- Demonstrates Self-Awareness
- Self-Development
- Nimble Learning
- Situational Adaptability

Learn more about [our competencies](#).

MINIMUM QUALIFICATIONS

- One year of technical experience in the functional operations of a library.
- Demonstrated ability to provide excellent customer service.
- Excellent written, oral and interpersonal communication skills.
- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
- Demonstrated ability to handle stressful situations in a professional manner.
- Demonstrated ability to work independently.
- Experience with Microsoft Office Suite, including but not limited to Word and Excel.

DESIRED QUALIFICATIONS

- Associate degree or higher in library technology or related field from an accredited institution.
- Familiarity with student management systems, like PeopleSoft.
 - Familiarity with OCLC's WorldShare Interlibrary Loan system.
 - Familiarity with ExLibris' integrated library system, Alma.

PHYSICAL REQUIREMENTS

- Work requires sitting, standing, bending, twisting and moving around the library.
- Frequent repetitive hand and wrist motions.
- Frequent use of computer and exposure to terminal screens.
- Visual focus and strain.
- Work directly with students/clients.
- Work involves constant interruptions and requirement to answer on demand questions by phone, in person, or electronically.
- Move up to 25 lbs. occasionally.
- Occasional to frequent change in position from sedentary, standing, stooping and walking.

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CONDITIONS OF EMPLOYMENT

- Non-permanent, hourly position.
- Work schedule will be determined by the supervisor.
- This position is overtime eligible.
- Criminal background check is required.
- This position is eligible for coverage under a collective bargaining agreement. Membership is optional.

Person hired must be able to provide acceptable documentation of U.S. Citizenship or lawful authorization to work in the United States. This is an absolute condition of employment. An offer of employment will not carry with it any responsibility or obligation on the part of the district to sponsor an H1-B visa. In addition, the Spokane Colleges maintain a drug-free work environment and prohibits all smoking in the college buildings and state-owned vehicles. Must be able to successfully work in and promote a multicultural work and education environment.

Prior to a new hire, a background check including criminal record history will be conducted. Information from the background check will not necessarily preclude employment but will be considered in determining the applicant's suitability and competence to perform in the position. Once an applicant is chosen for a position, they are required to complete and submit a declaration regarding sexual misconduct and investigation per state law.

Benefits Information

Medical, dental, life and long term disability insurance benefits are provided as currently administered under Public Employees Benefits Board; WA State Retirement Plan; vacation and sick leave begin to accrue at the rate of one (1) day per month, upon employment. (For positions that are less than full time, leave accruals will be prorated to the percentage of the position.) This position is designated a bargaining unit position and union membership is not a condition of employment. Leave accruals and usage are governed by the WFSE collective bargaining agreement.

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- Ability to effectively organize multiple work assignments, involving competing priorities, to produce work products that are accurate, of high quality and meet deadlines.
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[Public Employees Benefits Board](#)

[Additional benefits information](#)

Required Application Materials

To qualify for consideration, applicants must meet required competencies and submit a complete application packet, which includes the following:

- Cover letter - addressing your qualifications relevant to the responsibilities of this position.
- Resume.
- References - the names, addresses, and phone numbers of three professional references.

For questions regarding a job application or the hiring process, or if you require an accommodation during the application or interview process, please contact HR at CCS.Recruiter@ccs.spokane.edu.

Equal Opportunity Institution

Spokane Colleges does not discriminate in its programs, activities and employment on the basis of race, creed, color, religion, national or ethnic origin, age, sex, marital status, pregnancy, pregnancy related conditions, parental status or families with children, status as a mother breastfeeding their child, AIDS/HIV or hepatitis C, honorably discharged veteran status, sexual orientation, gender identity or expression, disability, use of a trained guide dog or service animal by a person with a disability, genetic

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information, or any other legally protected category.

Direct all inquiries or grievances regarding access, Title IX, ADA, equal opportunity compliance, and/or grievances to:

Fred Davis | Chief Human Resources Officer

Spokane Colleges

P.O. Box 6000, MS1004

Spokane, WA. 99217-6000

509-434-5040

To apply, please visit: <https://careers.ccs.spokane.edu/jobs/library-archives-paraprofessional-2-pt-hourly-spokane-washington-united-states>

Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

Community Colleges of Spokane

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