**Library Technician - Portland Community College**

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| **Requisition ID** | req2089 |
| **Department** | Library & Media Services |
| **Campus** | SY-Sylvania Campus |
| **Employment Type** | Classified-Full Time |
| **Best Consideration** | *Apply by June 12, 2024.* |
| **Position Summary** | Portland Community College is seeking an individual that is eager to become part of a team focused on providing excellent customer service to a diverse community in an academic Library setting. The incumbent’s day will include roughly 50% staffing the library checkout desk and 50% focused on maintenance of the library physical collection. As the stacks point person responsibilities are focused on managing rolling inventory, shelf reading, search for missing items and weeding of the collection. This position provides direct guidance of 2-4 student workers to help further completion of these tasks.Due to its physical nature this position requires frequent handling and movement of physical library materials such as books and other media. The ability to lift up to 10 pounds and push library book carts of up to 15 pounds, kneeling, crouching and standing are required. Accommodations and workarounds available if needed.Library Technicians are instrumental in helping further the goals of the Library and College within an inclusive and student-focused environment that cultivates learning, critical thinking, and personal growth. Opportunities for joining library and campus committees as well as creating projects to further the mission of the library are both available and encouraged.**Monday - Thursday, 10:15am- 7:15pm, Fridays 9:00am- 6pm.****This position is based onsite at PCC Sylvania Campus. 1 work from home day per week may be offered based on staff coverage needs.** |
| **Candidate Profile** | **These qualifications, skills and abilities are critical for success in this position.**Throughout the screening process, you will be evaluated based on the demonstration of these qualifications.* Knowledge of:· Library automation systems;· Database applications.
* Skills in:· Critical thinking;· Good time management;· Providing exceptional customer service.
* Ability to:· Interact positively with staff to enhance effectiveness and promote qualityservice;· Maintain effective working relationships with coworkers;· Organize and maintain records;· Be collaborative and an active listener;· Analyze and resolve problems with minimal supervision;· Remain calm in high pressure/difficult situations;· Effectively communicate orally and in writing;· Follow Protocols and escalation procedures;

**Minimum Qualifications**To be considered, your application must demonstrate these minimum qualifications. (Experience is calculated based on the start and end dates you provide multiplied by the number of hours per week worked).* High school diploma or equivalent.
* Two years of experience working with the public, preferably in a library.

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| **Position Grade** | 16 |
| **Starting Salary Expectations** | The first two steps of the range are: $41,085 to $42,313 per year. Higher salary placement may be available based on qualifications, experience and internal equity. |
| **Position Grade Salary Range** | $41085 to $65924 Annual Salary |
| **FTE** | 1 |
| **PCC Benefits** | PCC offers a comprehensive benefit package designed to provide employees and their families, including domestic partners, with access to a broad range of benefit options. Includes Health, Dental, and Vision options, Group Life, Long-term Disability, Long-term Care, and Auto and Home Insurance programs.PCC currently fully funds the Oregon Public Employees Retirement System (PERS/OPSRP) pension and contributes an additional 6% into the employee's Individual Account Program under PERS/OPSRP. PCC offers a tax deferred annuity program and a deferred compensation program where employees may save additional pre-tax dollars for retirement.Additionally, PCC provides a tuition waiver for yourself, domestic partner, and dependent children under 24 years of age. Partial tuition reimbursement for yourself at other accredited institutions (full-time employees only).Paid Leave: (Pro-rated by FTE for Part-Time Employees)- Starts at 8 hours of vacation leave per month (additional vacation hours with years of service)- 8 hours of sick leave per month- 24 hours of additional personal leave days per year - 12 Paid holidaysFor a complete list of PCC benefits, please visit http://www.pcc.edu/hr.benefitsView a [complete list of PCC benefits](https://www.pcc.edu/hr/benefits/). |
| **Working Conditions and Physical Requirements** | Work is primarily performed in a library and is fast-paced with constant interruptions. Duties of this position are usually performed in an indoor environment, involving heavy public contact with a usually moderate noise level. Some assignments involve transporting materials from the loading dock, between classrooms and within libraries. This position may require travel to the various PCC campuses. While performing the duties of this job, the employee is regularly required to stand; walk; use hands to finger, handle, or feel; reach with hands and arms; stoop, kneel, crouch, or crawl and talk or hear. The employee is frequently required to sit. The employee is occasionally required to climb or balance. The employee must regularly lift and /or move up to 10 pounds and push/pull up to 16-20 pounds initially, 10-15 pounds sustained, 25-35 pounds up thresholds. Specific vision abilities required by this job include close vision, distance vision, color vision and ability to adjust focus. |
| **Background Check Required** | Yes |

Portland Community College complies with the Oregon Veterans' Preference in Public Employment law which provides qualifying veterans and disabled veterans with preference in employment. *You will be given instructions during the application process to claim Veterans' Preference in the recruitment of this position, and to provide the documents required for verification of eligibility. Please do not send your documentation to the hiring manager directly. For verification of eligibility, please submit the following documentation:*

* **Veterans:** DD214
* **Disabled Veterans:** DD214 and Letter from the Department of VA

*Portland Community College is committed to hiring and retaining a diverse workforce. We are an Equal Opportunity Employer, making decisions without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or any other protected class.*

***Please note that Portland Community College is not currently able to provide visa (e.g. H1-B Visa) sponsorship for potential employees****.****Notice of the Availability of the Annual Security Report:*** *Pursuant to the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), you may view Portland Community College’s (PCC) most recent Annual Security Report (ASR) on the Department of Public Safety website. The ASR contains current security and safety-related policy disclosure statements, emergency preparedness and evacuation information, crime prevention and sexual assault prevention information and resources, and drug and alcohol prevention programming. The ASR also contains crime statistics for Clery Act crimes which occurred on PCC properties for the last three calendar years. Paper copies of the ASR are available upon request at all Department of Public Safety offices.*