



VACANCY ANNOUNCEMENT
Palau Community College
Academic Affairs

VA# : 2021-017
Open : 9/15/2021
Close : Until Filled

Position : Library Technician
Salary : \$11,010.00 - \$19,553.00 PER ANNUM (depending on qualifications and work experience)
Location : PCC Library

Examples of Duties consist, but are not limited to:

1. Responsible for library circulation activities including checking books in and out, collecting fines, etc.
2. Responsible for maintaining the collection, shelving books, organizing and maintain periodicals, conducting the annual library inventory, preparing new materials for circulation, stripping and stamping library materials, and repairing damaged books.
3. Catalogues library materials and produces MARC records for the library's online catalogue.
4. Maintains order and cleanliness of the library facilities.
5. Compiles and maintains statistics relating to circulation, materials and equipment's.
6. Provides references assistance, guides patrons in finding and using library resources, including reference materials, audio-visual equipment, computers and electronic resources.
7. Provides assistance to the Director of Library Services in the preparation of specialized library reports.
8. Responsible for facilitating library activities & programs, assisting with library tours and instruction, conducting library outreach as needed.
9. Designs poster, handouts, brochures and special displays to promote the use of library facilities or specific programs at the library.
10. Assists with training and monitoring student workers from WIA, Upward Bound, etc and in the absence of the Director of Library Services and Library Technicians the Library Assistants is responsible for the supervision of routine library activities.
11. Takes an active role in improving library services by making recommendation for changes in policies, procedures, and library activities to better serve library patrons; enforces library policies and procedures.
12. Performs other duties as directed by the Director of Library Services.

Minimum Qualification/Requirements:

Either Associate of Applied Science (AAS) or Associate Science degree (AS) in Information and Library Services Program and at least five years of library experience is required. Supervisory experience is also required. Must have excellent customer service skills. Should possess general knowledge of library operations and procedures. Must be adept with Microsoft word, using the library's online catalogue database, electronic resources and other information technology sources to meet typical library needs. Knowledge of cataloguing procedures is also required.

General information:

Application forms may be obtained from the Human Resources Office or at the college website: www.palau.edu . Send completed application, resume and transcripts to: P.O. Box 9, Koror, PW 96940 (copies of transcripts will be sufficient during review process, but official transcripts and a recent police clearance will be required prior to any issued or offered contract). For further information, call 680-488-2470 x 227, or visit the HRD office on campus or email hr@palau.edu .