



LIBRARY SPECIALIST II, #00331
(Working Title: Library Specialist)

J. Sargeant Reynolds offers a variety of programs and services to the residents of the City of Richmond and surrounding areas. Our three major campuses serve over 19,000 credit students, and provide training for an additional 15,000 students through the Community College Workforce Alliance. Over the years we have educated more than 275,000 people in the Richmond area. Additional information is available at the College's Website: <http://www.reynolds.edu>.

The College is seeking applicants for the position of Library Specialist II, Pay Band 4. This position will be assigned to Library Services, Parham Road Campus, 1651 E. Parham Road, Richmond, VA 23228.

TYPE OF APPOINTMENT: Full-time classified position with state benefits.

DUTIES: To manage the lower level information desk including coordinating the use of the collaborative study rooms and maintaining the circulating & reference collections. In addition, the incumbent will share the rotating circulation duties and provide a full range of paraprofessional library service duties which involve a high level of decision making, judgment and independence, and maintaining good public relations.

QUALIFICATIONS REQUIRED: Considerable knowledge of the general support activities of library operations. Considerable knowledge of library policies, procedures, and techniques. Considerable working knowledge of library functions and advanced level skills in areas such as circulation and collections maintenance. Working knowledge of key circulation functions, electronic databases and automated library systems. Demonstrated ability to utilize an automated circulation system; to operate a personal computer and use Microsoft Office applications. Demonstrated ability to assist patrons in locating information; and to make sound and practical decisions independently. Demonstrated ability to supervise, train and direct the work of others. Demonstrated ability to communicate effectively, orally and in writing, utilizing strong interpersonal skills. Must be able to work a flexible schedule to include evening and some weekend hours. High school diploma or equivalent. The selected candidate must be able to pass the college's pre-employment security screening.

QUALIFICATIONS PREFERRED: Graduation from an accredited college or university with coursework in a related field is preferred. Work experience in a community college setting is also preferred.

PAY BAND RANGE: \$31,352 - \$64,347

STARTING SALARY: Approximate starting salary, \$31,352, based on related full-time experience and pre-employment salary.

APPLICATION DEADLINE: Applications will be accepted through, September 3, 2010.

APPLICATION PROCESS: To apply for this or any other JSRCC vacant position, please visit the Virginia Jobs website <http://jobs.virginia.gov/>.