



Request to Fill Classified Positions

This form can be used to track the request process for filling vacant positions, and/or requesting new positions or increases in current positions. This form is not to be used for reclassification requests or reorganizations. Complete the sections immediately below, attach any documentation and forward the packet according to the listed steps. Each person in the chain will initial and date the document, and forward it as appropriate. If the request is denied at steps 1, 2 or 4, the individual or group denying the request will inform the requesting party. Steps 3 and 5 are recommendatory only.

Note: Temporary (District or agency) employment in the requested area is limited to a maximum of 60 days. This limit is designed to encourage prompt review of the vacancy. (Education Code Sec. 88003)

1. This position is a

Table with 4 columns: Replacement (No Changes), Replacement with requested changes, New Position (not a replacement), and rows for Department, Position Title, Last Incumbent, Date of vacancy, Salary Range, Hours per week, Months per year, Bilingual Required.

\* Use the "Replacement (no changes)" column to provide information about the position as it currently exists. Use the "Replacement with Requested Changes" column to show the changes.

On a separate sheet, answer the below questions regarding the position.

- 2. Annual Cost of the Proposal (HR will complete).
3. Source of Additional Funds: for New Positions or Replacements with requested increases of hours or work years:
4. If requesting changes to the position, provide the justification/rationale, and consequences of not making the change.
5. Explain how this position supports student learning.
6. Explain what would happen if the position weren't approved.
7. Bilingual (Spanish)
8. Attach the Job Description to this request. All Classified Job Descriptions can be found online at: http://www.mpc.edu/humanresources/Documents/Forms/AllItems.aspx

**How this position affects Student Learning:**

The library circulation desk is the face of the library to all the students, faculty and staff. Over 3,700 course reserves are circulated each month. These are the materials that instructors place on hold for student use, they are primarily textbooks and dvds.

Every Campus General Education Outcome as well as every Library Program Reflection are based upon the ability to have resources to support reading, writing, research, communication, analytical thought, the support of scientific inquiry, resources to support human thought and achievement in branches of literature, language, fine and performing arts, health and self development.

The person in this position is the primary person at the circulation desk and must be able to use library software to circulate all library materials, instructor reserve items to students. Additional this position is responsible for making group room reservations, making change, troubleshooting copiers, group room technology, interacting with students and general public in issuing library cards and interpreting policies and procedures.

**What would happen if this position was not approved:**

This person is the only person who works 4, M-Th evenings to cover the circulation desk. Without this position we would have to either close evening or stagger the day time schedule to be closed some mornings. Current staff would have to cover additional public service hours at the front desk and that would lead to the reduction of their work in new materials purchasing and processing, interlibrary loans, displays, committee participation (Health & Welfare, Accreditation, College Council, etc.) and other duties too numerous to mention. Without this person, we would have to consider reducing hours. We lost 14 hours of circulation support (in this same position) in August 2013. That loss impacted the library's hours of service and we reduced our evening hours from 8pm to 7pm.

**Job Description/Title:** Library Specialist → Library Specialist- Circulation Desk  
**Approved, Bargaining Unit President:**  
**Approved, MPC Associate Dean, Human Resources:**  
**Board Approved: 6-27-2013**

**MONTEREY PENINSULA COLLEGE**

**LIBRARY SPECIALIST – CIRCULATION DESK**

**JOB SUMMARY**

Under general supervision, perform a variety of duties associated with library operations. Receive supervision within a broad framework of standard policies and procedures. Perform duties associated with receiving and processing library reserve materials; perform circulation desk activities. Interpret/apply policies, rules, and regulations regarding access to collection and use of library materials.

**EXAMPLES OF FUNCTIONS**

**Essential Functions**

Interpret policies, rules, and regulations regarding access to collection and use of materials; inform library staff of policy problems/modifications; determine library privileges by verifying individual user status.

Assist library users in locating and using materials and machines to obtain appropriate information, perform circulation desk activities.

Respond/provide assistance to inquiries from students, special patrons, faculty/staff regarding the reserve and general collections.

Maintain currency with new library technologies such as on-line search engines and library software programs and knowledge of library databases.

Inform library staff/faculty/staff of policy changes.

Issue library cards; determine library privileges; edit library patron records as needed; answer phones.

Interact and communicate diplomatically with all library patrons (public, faculty, staff and students); mediate difficult situations with tact and diplomacy; contact/refer situations to other authorities as necessary.

Collect fines/fees; resolve problems/answer questions/explain, clarify existing policies concerning late fees/bills for lost materials; operate cash register; maintain responsibility for cash box and change.

Open and close the library, following standard procedures and protocol.

Develop forms, filing systems/other procedures for materials processing/retrieval.

Maintain and assist users with library equipment, including computers, printers and copiers, referring for repairs as needed.

Maintain records of requests/searches; maintain statistics; produce documents/reports for state agencies and others using appropriate spreadsheet/database/word processing software as needed.

Train/supervise students/other part time workers at circulation desk.

Schedule rooms through Office Tracker system.

**Other Duties**