

Library Technician
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=242835>

Downloaded On: Aug. 10, 2024 9:18am

Posted Aug. 7, 2024, set to expire Aug. 27, 2024

Job Title Library Technician
Department
Institution State Center Community College District
Fresno, California

Date Posted Aug. 7, 2024

Application Deadline 08/27/2024
Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Administration - Other

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Job Description

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Library Technician

Salary: \$44,125.00 - \$54,268.00 Annually

Location: Districtwide, CA

Job Type: Permanent

Division: DO District Office

Job Number: 2024056

Closing: 8/27/2024 11:59 PM Pacific

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General Purpose

Under general supervision, performs routine library support functions; assists students, faculty, staff and the public in locating, receiving and using library resources in a variety of formats; assists full-time staff and Librarians with acquisitions, periodicals and cataloging functions following established procedures; accurately creates and maintains detailed library records; and performs related duties as assigned.

Essential Duties & Responsibilities

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Assists students, faculty, staff and the public in identifying and locating library materials within the District and through the interlibrary loan process; explains basic library policies and procedures; directs patrons with reference and research questions to faculty staff on duty.
- Provides basic assistance to patrons at the circulation desk; circulates library materials; assists patrons in the use of computers, media equipment, photocopiers and other library equipment; accepts payments for fees and fines, posts payments; generates new and maintains existing library patron records; answers phones and email inquiries.
- Processes new books, periodicals and other library materials for circulation and reserve collections; checks orders, covers, stamps and bar codes and labels books; repairs torn pages and loose hinges as needed; contacts suppliers regarding errors/omissions in shipments as directed.
- Processes intra-District library loan requests following established procedures; explains interlibrary loan procedures and policies to library users; processes and circulates borrowed materials and processes requests from other libraries.
- Performs library opening and closing functions following established procedures; turns on/off lights and computers, restocks supplies and unlocks/locks library entrances; ensures money drawers are sufficiently prepared with change each day; secures cash drawers at closing; calculates and prepares deposit forms.
- Responds to and troubleshoots user problems with copiers and printers and other library

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equipment; contacts appropriate technical support personnel; reports maintenance and building issues following established procedures; advises supervisor of major facility and equipment problems.

- Assists Librarians and provides clerical support services as needed; prepares reports; processes mail; calculates, analyzes and maintains inventory spreadsheets, records and files on circulation materials including books, textbooks, tablets, laptops and other materials; updates library ledger involving fees and print card money collection.
- Maintains organized access to library materials by accurately shelving, shelf-reading and shifting books and other library materials, searching for lost or missing items and cleaning shelving areas as needed.
- Processes multimedia items and prepares materials for circulation; assists with the circulation of electronic short-term reserved materials including calculators, iPads and laptops; ensures borrowers sign required contracts and are fully aware of the limited checkout time for these materials; cleans and charges items as they are returned.
- Prepares requisitions for library materials and supplies; maintains various spreadsheets on items purchased and provides statistical information as needed.
- Demonstrates sensitivity to and understanding of historically minoritized groups and participates in professional development activities to increase cultural competency to enhance equity-minded practices within the District.

OTHER DUTIES

- Functions as lead to student aides.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

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Knowledge of:

- Basic library practices and terminology.
- General types and uses of library materials and stand references.
- Basic procedures for the acquisition and circulation of library and media materials.
- Public desk etiquette and methods of providing information.
- Intra-library and interlibrary loan procedures, and the corresponding software.
- Basic provisions of copyright laws.
- Basic inventory methods and practices.
- Business mathematics.
- Correct practices for cash handling.

Skills and Abilities to:

- Respond to requests and inquiries from students, faculty and staff involving library services.
- Use computerized cataloging, bibliographical and circulation system databases proficiently.
- Assist with library acquisitions and circulation processes.
- Prepare and maintain statistical records.
- Repair library materials with minor damage.
- Explain and apply library rules, regulations and policies.
- Identify and resolve user problems related to library equipment performance and operations.
- Effectively engage and support historically minoritized groups by addressing issues of equity and improving culturally responsive service-oriented practices.
- Communicate effectively, both orally and in writing.

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- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

EDUCATION AND EXPERIENCE

Graduation from high school or GED equivalent and at least one year of experience in working in a library services setting; or an equivalent combination of training and experience.

As associate degree in library technology is highly desirable. Work experience in a college or university setting is preferable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

None

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

While performing the duties of this class, employees are regularly required to sit; talk or hear, in person and by telephone; use hands repetitively to finger, handle, feel or operate standard office equipment; and reach with hands and arms. Employees are frequently required to walk and stand; and lift up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

Mental Demands

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While performing the duties of this class, employees are regularly required to use written and oral communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret situations; learn and apply new information or skills; perform highly detailed work; work on multiple, concurrent tasks; work with frequent interruptions; work under intensive deadlines; and interact with District managers, staff, the public and others encountered in the course of work.

WORKING ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential duties of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Employees work under typical library conditions, and the noise level is usually quiet. Employees may occasionally be exposed to impatient, angry and/or verbally aggressive individuals. The employee may be required to travel to locations other than assigned work site and to adjust to work schedule changes and requirements to work overtime.

Assessment Process

APPLICATION SUBMISSION

To move forward in the selection process, you must complete an online application through our web site at <http://www.schooljobs.com/careers/scccd>. Please attach to your application a copy of your degree or transcripts (must include when degree was awarded) or your application may be considered incomplete. Resumes may also be uploaded but cannot be used in lieu of a completed application.

ONCE YOU HAVE SUBMITTED YOUR APPLICATION YOU WILL NOT BE ABLE TO MAKE REVISIONS TO YOUR APPLICATION MATERIALS.

When completing the application, please make sure you include ALL current and previous employment in the Work Experience section of the application and complete ALL fields, including the name and contact information for your supervisors. Experience that is included in the resume but not in the Work Experience section of the application may not be considered for the purpose of determining whether you meet the minimum qualifications.

All required documents must be submitted by the applicant. Personnel Commission staff will not upload your documents for you. The State Center Community College District does not accept letters of recommendation for classified positions. Please do not attempt to attach letters of recommendation to

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your application.

APPLICATION REVIEW AND ASSESSMENTS

The application review process includes an evaluation of training and experience based on given application information and answers to supplemental questionnaire. Only the most qualified applicants, who pass the minimum qualifications review, will be invited to the assessment process.

The assessment process will include a competency assessment (40% weight) and an oral interview assessment (60% weight). Of those achieving a passing score on the competency assessment, only the most qualified candidates will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

TESTING TENTATIVELY SCHEDULED AS FOLLOWS

Competency Assessment: September 06, 2024

Oral Interview Assessment: September 13, 2024

The assessment process / assessment date is subject to change as needs dictate. All communication regarding this process will be delivered via email to the address listed on your application.

ELIGIBILITY LIST

Candidates who attain a passing score on each part of the assessment will be placed in rank order on a Districtwide Open-Competitive List. Using the same process, a separate Promotional List will be established and both Lists will be used concurrently. The eligibility list will be used to fill current vacancies in this classification Districtwide for at least six (6) months. The current vacancy is at Clovis Community College.

PASSING THE ASSESSMENTS AND BEING PLACED ON THE ELIGIBILITY LIST DO NOT GUARANTEE AN OFFER OF EMPLOYMENT.

ACCOMMODATIONS

Individuals with disabilities requiring reasonable accommodation in the selection process must inform the State Center Community College District Personnel Commission Department in writing no later than the filing date stated on the announcement. Those applicants needing such accommodations should document this request including an explanation as to the type and extent of accommodation needed to participate in the selection process.

SCCCD is an equal opportunity employer committed to fostering innovation and inclusivity. We respond proactively to the diverse needs of the community and welcome individuals excited to join our District's purpose to support student success both locally and globally. United, we the

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faculty, classified professionals and administrators pledge to treat all applicants and employees fairly and equitably.

To apply, visit <https://www.schooljobs.com/careers/scccd/jobs/4608503/library-technician>

Contact Information

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

Contact

N/A

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