

Senior Library Technician (Part-Time)
State Center Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=248810>

Downloaded On: Nov. 14, 2024 12:18am

Posted Nov. 13, 2024, set to expire Dec. 5, 2024

Job Title	Senior Library Technician (Part-Time)
Department	
Institution	State Center Community College District Fresno, California
Date Posted	Nov. 13, 2024
Application Deadline	12/05/2024
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/5799434

Apply By Email

Job Description

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Senior Library Technician (Part-Time)

Salary: \$25.81 - \$31.74 Hourly

Location: Districtwide, CA

Job Type: Permanent

Division: DO Personnel Commission

Job Number: 2024093

Closing: 12/5/2024 11:59 PM Pacific

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General Purpose

Under general supervision, assists students, faculty, staff and the public in identifying and locating library material and resources, both physical and digital; performs a variety of technical and clerical duties in one or more functional areas of an assigned campus library including acquisitions, circulations, periodicals or cataloging; provides assistance to Librarians in selecting, purchasing and processing library materials, preparing instructional materials and other support services; 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 as well as finding other related services available on campus; explains complex library policies and procedures to patrons.
- Performs library opening and closing procedures; turns lights and computers on and off, restocks supplies and locks and unlocks library entrances; ensures that money drawers are sufficiently prepared with change each day; secures cash drawers at closing; calculates and prepares deposit forms; makes periodic deposits following established procedures.
- Provides detailed and complex 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 and lifts holds on student records; processes lost material resolutions; generates new and maintains existing library patron records; answers phones and email inquiries, directing reference and research questions to the appropriate Librarian.
- Assists with the acquisition process for the assigned campus library; processes requests for library materials in all formats including books, textbooks, CDs, DVDs and electronic books; performs pre-order research and verification of bibliographic data in electronic sources such as local online catalog; identifies appropriate vendors; places electronic orders through vendor software; communicates with vendors as needed; monitors pending orders and fund balances; reconciles packing slips with orders and reconciles invoice discrepancies.
- Organizes and makes accessible periodical print publications for the library collection; receives incoming periodicals; bar codes and enters items into acquisitions module, labels each copy and prepares for display; deletes old items or retains in retention files; recycles materials following established procedures.

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- Performs copy cataloging processes for new materials by searching reference and electronic sources for cataloging and classification information; transfers or updates minimal or interim-level cataloging records.
- 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; processes other reserved materials including periodicals, DVDs, CDs, rocks, minerals, bones, models, calculators, computers and other items; advises faculty of the Reserve Collection process.
- Processes intra-District library and interlibrary loan requests following established procedures; processes interlibrary loan lending requests from other institutions; explains interlibrary loan procedures and policies to library users; processes and circulates borrowed materials; fills requests from other libraries, ensuring adherence to copyright compliance guidelines for all interlibrary loan requests; processes fees; notifies reciprocal libraries of delinquencies; tracks and invoices lost materials.
- 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.
- Maintains library of educational and motion picture films on DVD, video and other multimedia including streaming databases; processes new multimedia items and prepares them for circulation; shelves and shifts collections as needed; maintains records of materials following established procedures.
- Responds to and troubleshoots user problems with copiers and printers and other library equipment; contacts appropriate technical support personnel; reports maintenance and building issues following established procedures; advises supervisor of major facility and equipment problems.
- Prepares requisitions for library materials and supplies; maintains various spreadsheets on items purchased and provides statistical information as needed; may assist with cash handling and deposit process.
- Assists Librarians in evaluating materials for purchase, preparing educational materials, minor bibliographic research and other functions as requested.
- Shelves, shelf-reads and shifts books and other materials within the library.
- 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.

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OTHER DUTIES

- Produces newsletters, brochures, signs, handouts, graphs, displays and other documents as needed to promote or explain the use of library resources or services.
- Assists with scheduling and training student aides as required.
- Assists with updating the library website.
- Counts and records monies received as needed.
- Assists Librarians with displays and other special projects and provides clerical support services as needed; prepares reports; processes mail; posts material and maintains bulletin boards and display racks; explains and monitors posting policies and procedures to student organizations, other departments and community members.
- Performs related duties as assigned.

Employment Standards / Minimum Qualifications

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

- Library operations practice and terminology.
- General types and uses of library materials and stand references.
- Procedures for the acquisition and circulation of library and media materials.
- Public desk etiquette and methods of providing information.
- Computerized cataloging, bibliographical and circulation system databases.
- Intra-library and interlibrary loan procedures.
- Provisions of copyright laws.
- Inventory methods and practices.
- Business mathematics and cash-handling procedures.
- Laws, rules and regulations relating to library records retention.
- Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
- Basic methods and techniques for troubleshooting and resolving computer hardware and software problems.

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Skills and Abilities to:

- Interpret, apply and explain rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Provide quality customer service.
- Work effectively with constant interruptions.
- Provide technical library services relating to the circulation, distribution and recovery of library materials.
- Operate computerized cataloging bibliographical and circulation systems databases.
- Prepare and maintain statistical records.
- Repair library materials with minor damage.
- Respond to requests and inquiries from students, faculty and staff.
- Explain and apply library rules, regulations and policies.
- Identify and resolve user problems related to library equipment performance and operations.
- Conduct research and prepare reports as required by Librarians.
- 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.
- 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 supplemented by college-level course work in library science or a related field, and at least two years of progressively responsible technical library experience; or an equivalent combination of training and experience.

An associate degree in library technology is preferred. Experience in a college or university setting is highly desirable.

LICENSES, CERTIFICATES AND OTHER REQUIREMENTS

None

PHYSICAL AND MENTAL DEMANDS

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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

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. The employee 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 (including 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.

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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 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 also include an online 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 will be invited to the oral interview assessment. Passing score is 75% out of 100% on each assessment section.

INITIAL ASSESSMENT TENTATIVELY SCHEDULED AS FOLLOWS: COMPETENCY

ASSESSMENT: DECEMBER 11, 2024

ORAL ASSESSMENT: DECEMBER 17, 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. Unless otherwise indicated, the eligibility list will be used to fill current vacancies in this classification districtwide for at least 6 months. **The current vacancy is at Fresno City College.**

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

ACCOMMODATIONS

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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 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/4427052/senior-library-technician-part-time>

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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