

Senior Library Media Technician (SHORT-TERM,  
TEMPORARY)

West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=252365>

Downloaded On: Jan. 30, 2025 9:05pm

Posted Jan. 29, 2025, set to expire May 28, 2025

<b>Job Title</b>	Senior Library Media Technician (SHORT-TERM, TEMPORARY)
<b>Department</b>	
<b>Institution</b>	West Valley-Mission Community College District Saratoga, California
<b>Date Posted</b>	Jan. 29, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Administration - Other
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5962694">https://apptrkr.com/5962694</a>

**Apply By Email**

**Job Description**

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**Senior Library Media Technician (SHORT-TERM, TEMPORARY)**

**Closing Date:**

**Definition:**

SHORT-TERM, TEMPORARY STAFF POOL

This recruitment is being conducted to fill temporary assignments for the upcoming semester that can begin as soon as summer 2023. Applications for Short-Term, Temporary Staff pools are continually



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accepted (unless otherwise specified) by the District and will be added to the application pool for review by hiring authorities on an as-needed basis. Should you be invited for an interview, you will be contacted by a District representative.

### POSITION DEFINITION

To organize, assign, and review the work of assigned staff engaged in operation of a community college campus library or Learning Resources and Success Center; to perform duties requiring specialized knowledge; and to provide technical support to an assigned supervisor.

### Assignment:

This is a temporary, hourly position, with possible assignments located at either WVMCCD campus:

- Mission College, Santa Clara, CA
- West Valley College, Saratoga, CA

Generally, most assignments are Monday-Friday, 8:30am-5:00pm. Hours may vary depending on departmental needs.

### Salary and Benefits:

\$34.13 (hourly)

Due to the temporary nature of this position, benefits are not included.

### Desired Qualifications:

Not Applicable

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**Knowledge and Abilities:**

**Examples of Duties and Responsibilities:**

Duties may include, but are not limited to, the following:

- Plan, prioritize, and review the work of staff assigned to a variety of library duties involving direct services to students, staff, faculty, and community members.
- Develop schedules and methods to accomplish assignments ensuring work is completed in a timely and efficient manner.
- Participate in evaluating the activities of staff, recommending improvements and modifications.
- Provide and coordinate staff training; work with employees to correct deficiencies.
- Collect payments; post and clear library debts using appropriate college database systems; reconcile receipts.
- Set up, operate, and demonstrate public computer workstations and associated instructional and library equipment; schedule and coordinate equipment maintenance and repairs.
- Research vendors and order materials for the library collection using advanced methodology and multiple resources; assure that materials comply with relevant laws and regulations.
- Resolve patron conflicts and issues; maintain security and enforce rules of conduct; troubleshoot and monitor the book detection system.
- Perform the most difficult work related to day-to-day operations of a campus library or Learning Resources and Success Center, including communicating with instructors to ensure that class reserve materials are accurate and available to students, and monitoring required textbook lists in conjunction with class schedules and usage statistics.
- Perform related duties as assigned.

**Working Conditions:**

**Other Duties:**

**Physical Demands:**

**Application Information:**

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**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including:
  - A completed online West Valley-Mission Community College District application; and
  - Resume
- All sections of the online application, including Education and Work History, must be completed thoroughly.
- Supervisor(s) name(s) and telephone numbers must be included in the application.
- Incomplete applications will not be considered.
- Do NOT send unrequested materials. Unrequested materials will be removed from your application and will not be used for consideration of employment.
- The employment application and supporting documents represent you; it is to your advantage to fill out the application form carefully and completely.

For reasonable accommodations and assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 867-9059

Email: [Jobs@wvm.edu](mailto:Jobs@wvm.edu)

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- Applications will be screened by appropriate department representatives on an as-needed basis. Qualified applicants who best meet the needs of the division will be contacted for an interview.
- Travel expenses to attend the interview are the responsibility of the candidate.
- Applications will remain in our online system for 1 year. Each year, part-time pools will be refreshed and applicants will be notified of the opportunity to re-submit application.
- Application materials become the property of the District and will not be returned or duplicated.
- The District reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Offers of employment are contingent upon the successful clearance from a criminal background check, freedom from tuberculosis, and proof of identity and eligibility to work in

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the United States prior to the first day of work.

EEO STATEMENT: West Valley-Mission Community College District is an Equal Opportunity Employer that seeks to employ a diverse workforce who will contribute to an inclusive and welcoming educational and employment environment. The District is committed to nondiscrimination on the basis of ethnic group identification, race, color, national origin, religion, age, sex, physical disability, mental disability, genetic information, ancestry, gender identity, gender expression, sexual orientation, language, accent, citizenship status, transgender status, parental status, marital status, economic status, military or veteran status, and medical condition consistent with applicable federal and state laws.

**COVID-19 Vaccine Requirement**

West Valley-Mission Community College District is committed to protecting the health and well-being of students, faculty, staff, administrators, and the communities it serves. As such, the Board of Trustees has adopted policies requiring COVID-19 vaccinations for all employees and students of the district. Accordingly, new employees must comply with the vaccine mandate prior to hire. See vaccine mandate information at (<https://www.wvm.edu/covid-19/Pages/District-Vaccination-Policy.aspx>).

**Special Instructions to the Applicant:**

**Posting Detail Information**

**Posting Number:** FY21/22-011POOL

**Open Date:** 03/11/2022

**Close Date:**

**Open Until Filled:** Yes

**For more information on this position and to apply, please visit our website at the following link:**

[wvm.peopleadmin.com](http://wvm.peopleadmin.com)

*West Valley-Mission Community College District is an Equal Opportunity Employer.*



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**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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