Library Systems Technician
Citrus Community College

Job Title	Library Systems Technician
Department	Library Services
Institution	Citrus Community College
	Glendora, California
Date Posted	Jun. 26, 2025
Application Deadline	08/13/2025
Position Start Date	Available immediately
Job Categories	Professional Staff
Academic Field(s)	Administration - Other
Apply Online Here	https://apptrkr.com/6320869
Apply By Email	
Job Description	

Library Systems Technician

Recruitment Start Date 06/24/2025
Recruitment End Date 08/13/2025
Open Until Filled
First Consideration Date
Salary Range 33
Pay Rate $4,891.24-$6,554.73 per month / $28.22-$37.82 an hour | Effective 7/1/25 $4,989.09-$6,685.84 per month / $28.78-$38.57 an hour
FLSA Status Non-Exempt

Benefits

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Health & Wellness

- Fully-paid Medical, Dental, and Vision Insurance for eligible employees and dependents
- Choice of HMO or PPO with very low co-pays and out-of-pocket costs
- Flexible Spending Accounts for healthcare and dependent care
- Free 24/7 Employee Assistance Program
- Basic Life and AD&D insurance for employees only

Work-Life Balance

- 19 Paid Holidays and 12 Vacation Days annually
- 12 Sick Days annually
- Opportunity for remote work (up to two days per week) with manager approval
- Possibility of Modified Summer Schedule
- Professional Learning Opportunities
- No-cost Annual Staff Parking
- Free 24/7 employee assistance program
- Close proximity to the Metro rail system

Financial & Retirement Benefits

- CalPERS/CalSTRS Retirement Plans with District-paid post-retirement medical, dental, and vision (if eligible)
- 457(b), 403(b), & Roth 403(b) Deferred Compensation Plans
- District paid employee post-retirement medical for those who qualify

General Description/Summary

POSITION SUMMARY

Assists/Supports the Systems Librarian in maintaining the library's automated systems including the library services platform (LSP), e-resources, and library website. Researches and resolves basic technical issues surrounding automated library systems including LSP, referring complex problems to the Systems Librarian, service provider or technology staff of the District.

Minimum Qualifications/Education and Experience

- An associate degree, or the completion of at least sixty (60) college-level semester units, and two years of library circulation experience; or, in the absence of an associate degree, or the completion of at least sixty (60) college-level semester units, four years of library circulation experience.

Preferred Qualifications

- One year or more of experience with ExLibris Alma and Primo library services platform or coursework in computer information systems.
- Possession of an associate degree or higher in Library/Information Technology, or a Certificate of Achievement in Library/Information Technology, or coursework in Library/Information Technology.
- Two or more years of experience working in a library at a college or university.

Licenses and Certificates

Essential Duties and Responsibilities

- Assists/Supports the Systems Librarian in maintaining library automated systems including the library services platform (LSP), e-resources, and library website.
- Researches and resolves basic technical issues surrounding automated systems and LSP, referring the most complex problems to the Systems Librarian, service provider, or technology staff of the District.
- Provides technical assistance on use of computers and software programs including remote access, (including web proxy servers, i.e., EZproxy) and LSP.
- Provides first and second-level help to library staff and patrons, troubleshooting hardware and software problems.
- Participates in installing and configuring upgrades to existing networks that enhance continuous operations, desired performance, and service.
- Participates in troubleshooting to resolve hardware and software issues including but not limited to connectivity, internet access, and file servers.
- May assist library patrons at Check Out, Reserves, Photo ID, and/or Media desks.
- Participates/Assists in maintenance and configuration of the fulfillment, reserves, and acquisitions modules of the LSP including, but not limited to setting the calendar, hours, loan rules, letters, and notifications.
- Participates/Assists in pulling/running and generating various reports from LSP and e- resources.
- Assists Librarians, including the Systems Librarian, in training library staff on the use of the automated modules including LSP modules and various computer programs
- Performs other duties as assigned that support the overall objective of the position.

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Knowledge, Skills and Abilities

Knowledge and Skills

- Requires working technical knowledge of standard computer hardware and software
- Requires a working knowledge of operating systems.
- Must understand the protocols and procedures for setting up new equipment, troubleshooting and performing routine maintenance.
- Requires an in-depth procedural knowledge of library methods, practices and terminology including use of Exlibris Alma and Primo library services platform and library e-resources
- Must have an understanding of the Dewey Decimal System of classification and the American Library Association rules for cataloguing.
- Requires a complete understanding of Library operations, goals and objectives.
- Requires sufficient human relations skills to convey specialized concepts to students and to resolve urgent computer system needs.
- Requires sufficient arithmetic skills to arrange materials in numerical sequences and to calculate sums.
- Requires sufficient writing skills to document instructions on use of library services.

Abilities

- Must be able to perform all of the duties of the position with only general supervision and support.
- Requires the ability to install, configure, and troubleshoot networked computer workstations, systems, and programs used in both instruction and administrative areas.
- Must be able to analyze and evaluate the needs of users and develop alternative solutions.
- Must be able to prioritize and organize work to meet deadlines and timetables.
- Must be able to read, interpret and apply complex technical information including equipment schematics.
- Must be able to give one-on-one training in the use of microcomputers and common software.
- Must be able to apply and explain library services, layout, rules, and policies.
- Requires the ability to deal courteously with library patrons including students and faculty.

Physical Abilities

- Must be able to function indoors in an office and/or library circulation desk environment engaged in work primarily of a sedentary to moderately active nature.
- Requires hearing and speech ability for ordinary conversation and to project voice to a small group.

- Requires sufficient manual and/or finger dexterity to type/keyboard and otherwise operate microcomputers and other office equipment.
- Requires ambulatory ability to sit, walk, to move about office and campus environs, and to lift and carry light to medium weight materials on an intermittent basis.

Working Condition

- Work is performed indoors where minimal safety considerations exist.

Department Library Services
Job Category Classified
Assignment Full-Time
Percentage of Time 100%
Months per Year 12 months
Work Days per Week M-F
Work Schedule per Day M & Th 11:00 am - 8:00 pm; T & W 8:00 am - 5:00 pm; F 8:00 am - 4:30 pm
Work Shift Days
Bargaining Unit Classified

Citrus College Diversity Statement

CITRUS COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER
It is the policy of Citrus College to not discriminate against and to encourage a diversity of applicants based on national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, physical or mental disability, use of family and medical care leave, genetic information, military or veteran status, gender identity, gender expression, or because they are perceived to have one or more of the preceding characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

SPECIAL INSTRUCTIONS TO APPLICANTS:

Applications are considered legal documents, and as such, all areas of the application must be completed, or your application packet will be considered incomplete and will not be moved forward. While it may be appropriate in some areas of your application to use "NA" (not applicable), do not use terms such as "see resume" or "see attached". When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Applicants are responsible for ensuring that all required documents, and those additional documents

you choose to include, are attached BEFORE clicking the "Finished Attaching Documents" button and confirming. It is advisable to attach "Optional" documents first, and then "Required" documents once you are ready to click on the "Finished Attaching Documents" button and confirming.

Application and Supplemental Questionnaire must be complete. A resume will not substitute for a fully completed employment application and supplemental questionnaire. Incomplete applications will be rejected. When listing your work experience, please specify the beginning and end dates for each job you held and describe your experience.

Additional documents CANNOT be added to your electronic application packet once you click on "Finished Attaching Documents" and receive your confirmation number; so, please be sure you have all documents you will upload handy and in an electronic format. THE APPLICANT TRACKING SYSTEM WILL NOT ACCEPT DOCUMENTS LARGER THAN 2MB. IF YOUR DOCUMENTS DO NOT UPLOAD, PLEASE RESIZE/COMPRESS THE FILE. If you do not have all your documents handy at the time you are applying for the position, we advise you to click on "Finish Attaching Documents Later". Be sure, however, to finish attaching your documents BEFORE the close or first consideration date for the position. Please remember, you will NOT be able to attach additional documents after you have selected "Finished Attaching Documents" and have received a confirmation number, and you will not be able to apply for a position after the position has closed.

About Transcripts

- Candidates must upload copies of all transcripts (need not be official at the time of application) which prove sufficient for verifying minimum qualifications for this position.
- Official transcripts will be required at the time of the job offer.
- Transcripts must be from the awarding institution and must show that the degree has been awarded (or conferred) and the year.
- Degree(s) must be earned (or conferred) from accredited institution(s) or an equivalent foreign institution by the first consideration date for this position.
- All degrees must be verifiable on a legible transcript by the indicated first consideration date for this position.
- Foreign transcripts must be transcribed in English AND evaluated for U.S. equivalency by a bona fide U.S. evaluation service.

Selection Process

- A selection committee will review application packages of those candidates who have met the

minimum qualifications for this position and will select a limited number of qualified candidates for an interview.
- Each candidate may be asked to deliver a presentation on a topic of the selection committee's choice. The candidate will be informed of the topic when an interview appointment is scheduled.
- Each candidate may be asked to complete a writing prompt just prior to the interview.
- Travel costs must be borne by the applicant.
- Final candidates for faculty, management, and supervisor/confidential positions may be interviewed by the Superintendent/President.
- If selected as a finalist, the candidate permits the District to contact current and former employer(s) to investigate employment history.

Quick Link https://employment.citruscollege.edu/postings/1230

Contact Information

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

Contact

Library Services
Citrus Community College

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