

Library Specialist
Copper Mountain College

Direct Link: <https://www.AcademicKeys.com/r?job=264449>

Downloaded On: Oct. 27, 2025 7:00pm

Posted Oct. 27, 2025, set to expire Nov. 20, 2025

Job Title Library Specialist
Department Library
Institution Copper Mountain College
Joshua Tree, California

Date Posted Oct. 27, 2025

Application Deadline Open until filled
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 Specialist

Salary: \$21.34 - \$27.63 Hourly

Job Type: Part-Time

Department: Library

Closing:

Location: Joshua Tree, CA

Job Number: 20251021LIBSP

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Position Description

Under the supervision of the area dean, this position will work in collaboration with the full-time Librarian to perform a variety of duties relating to public and/or technical services involved in ordering, receiving, processing, recording, filing and circulation of books and other library materials; provide basic paraprofessional reference assistance to students, staff, and community members.

*35 hours per week

May include evening and weekend hours

DISTINGUISHING CHARACTERISTICS:

Library Specialist incumbents are assigned complex clerical and technical duties relating to the circulation of books and other library materials, providing basic reference services, assisting library patrons in locating materials and information on shelves and in electronic formats and monitoring the use of word processing and internet computer facilities.

Remember to upload your resume, cover letter, and transcripts or your application may not be considered

Duties and Responsibilities

- Assist patrons (students, faculty, staff and the public) by explaining library procedures, and demonstrating how to access available materials including use of computers, CD ROM, internet and other available technological resources; assist in locating and/or retrieving reference materials, videos, magazines, newspapers and books; and conduct library tours.
- Issue and charge books, magazines, audio, visual and related library materials, assign loan period, stamps due dates, and demagnetize theft devices.
- Verify and monitor eligibility for library privileges, monitor overdue books, place patrons into overdue system, type overdue notices, input delinquent students into computer file, create library

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list of student overdues.

- Process new materials for library use, including preparing covers, affixing card pockets, spine labels and card labels, stamping ownership statements, inserting theft devices, logging, and preparing catalog cards.
- Sort and/or file cards, books and other materials according to alphabetical, numerical and categorical systems.
- Input information to the computer bibliographic cataloging system; input tracking bar code numbers and affix bar code labels.
- Process returned materials and prepares them for reshelving.
- Collect, stack, shelve and reshelve library materials.
- Maintain a variety of logs, records and files.
- Verify proper shelf arrangement of books; file identification and catalog cards; research missing materials.
- Repair damaged books using approved methods and techniques.
- Maintain orderly appearance of library and monitor noise levels.
- Open or close library including equipment shut down and security.
- Design and prepare graphic artwork, maps, flyers and signs as assigned.
- Assist in the training and direction of student assistants.
- Participate in the inventory of books and materials.
- Check and sort library mail.
- Perform library related technical and clerical duties as assigned.

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Qualifications

Education and Experience: Any combination equivalent to two (2) years of college-level coursework and two (2) years of library experience. Prefer community college library experience.

Knowledge of: Library methods, practices and procedures; principles and methods of ordering, processing, reclassifying, maintenance and record keeping of library books and non-book media materials; principles and methods of circulating books and other library materials; alphabetical and numerical filing system; general and library clerical methods, procedures and equipment; correct English usage, grammar, spelling, punctuation and vocabulary; word processing programs and computer terminals.

Ability to: Use or learn to use the Library of Congress Cataloging System; use and interpret a wide variety of bibliographic material, books and databases; use or learn up-to-date technology to provide library services; perform technical library duties; compare names and numbers rapidly and accurately; compile statistics; assist students and faculty with library services; organize and maintain a variety of records; understand and follow oral and written instructions; provide work direction to student assistants; work cooperatively with others; operate a computer and other equipment; communicate effectively both orally and in writing to exchange information; reach overhead, above the shoulders and horizontally; lift moderately heavy objects.

Supplemental Information

- Standing, walking or sitting for long periods of time.
- Climbing, reaching, stooping and kneeling to shelve books and locate materials.
- Lifting and carrying books, periodicals, supplies and equipment up to 20 pounds.
- Manual dexterity to operate keyboards and other library equipment.
- Speech and hearing to communicate with library patrons.
- Vision sufficient to read computer screens and fine text.

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Required Attachments:

In order for your application to be considered you must attach:

1. A current and complete resume or CV highlighting educational, professional, and applicable experiences.
2. College transcripts from an accredited college or university if education is a requirement of the position (student copies are acceptable for application purposes but official transcripts will be required if hired).
3. A cover letter.

Tentative Timeline:

First consideration will be given to candidates who apply by **November 3, 2025**. Applications will be accepted until the job posting is removed.

Applications will be reviewed in the order in which they are received. Based on the number of applications received, this posting may close without notice.

*All dates are subject to change based on availability

Equal Opportunity Statement

Copper Mountain College is committed to Equal Employment Opportunity for all persons and to provide educational and employment opportunities free from discrimination on the basis of ethnic group identification, gender identification, national origin, religion, age, veteran status, sex, race, color, ancestry, sexual orientation, or physical or mental disabilities, and other physical or verbal conduct. Inquiries regarding compliance and/or grievance procedures may be directed to the School District's Title IX Officer and/or Section 504/ADA Coordinator.

To apply, please visit <https://www.schooljobs.com/careers/cmccd/jobs/5116156/library-specialist>

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Contact Information

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

Contact

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