

Senior Library Media Technician  
West Valley-Mission Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=264744>

Downloaded On: Nov. 1, 2025 4:17am

Posted Oct. 31, 2025, set to expire Nov. 30, 2025

|                             |                                                                        |
|-----------------------------|------------------------------------------------------------------------|
| <b>Job Title</b>            | Senior Library Media Technician                                        |
| <b>Department</b>           |                                                                        |
| <b>Institution</b>          | West Valley-Mission Community College District<br>Saratoga, California |
| <b>Date Posted</b>          | Oct. 31, 2025                                                          |
| <b>Application Deadline</b> | 11/30/2025                                                             |
| <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/6687417">https://apptrkr.com/6687417</a>  |
| <b>Apply By Email</b>       |                                                                        |
| <b>Job Description</b>      |                                                                        |

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**Senior Library Media Technician**

**Closing Date: 11/30/2025**

**Definition:**

The West Valley College Library & Learning Support Services Department is seeking a talented individual to fill the position of Senior Library Media Technician.

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West Valley College, though just minutes from the heart of the Silicon Valley, is in a beautiful park-like setting on 143 wooded acres. Our staff and faculty are among the most qualified in the state and our students appreciate the college for its friendly staff and supportive atmosphere.

Under the direction of the Director, Library & Learning Support Services, the Senior Library Media Technician will provide varied technical and operational duties in multiple service areas within West Valley Colleges Library & Learning Support Services programs.

Applicants who possess the knowledge, skills and life experiences to address the cultural and educational needs of a diverse student population are encouraged to apply.

### **Assignment:**

100% of full time, 37.5 hours per week, 12 months per year, with anticipated start date of February 2026. Schedule may change to include some evening or weekend hours, as needed. This position is a member of the West Valley-Mission Classified Employees Association (WVMCEA), Office, Technical & Business Services Employee Unit.

- Work Location: Library & Learning Support Center, West Valley College, Saratoga, CA.

### **Salary and Benefits:**

Anticipated Hiring Range:

- \$6,869.42 - \$7,500.33 monthly (WVMCEA Salary Schedule, Range 58, Steps A-C).

Benefits include:

- Employer-contributed medical, dental and vision for employee, spouse, and/or dependents.
- Employer-paid long term disability for employee.
- Employer-provided life insurance.
- 14 paid holidays, plus 1 floating holiday annually; paid non-workdays between Christmas and

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New Year.

- 12 days vacation leave accrued annually; rate increases step-wise up to maximum 22 days vacation leave accrued annually.
- 12 days sick leave accrued annually.
- Personal necessity leave and personal business leave.
- Educational growth incentive program from \$45 to \$225 monthly.
- \$1000 longevity award annually after 10 years of service and \$1,500 longevity award annually after 15 years of service.
- CalPERS retirement.
- Position is union affiliated.

**Minimum Qualifications:**

Any combination of experience and education that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

- Education: Equivalent to an Associates degree from an accredited college with major coursework in library technology or a related field;
- Experience: Two years of responsible journey level experience similar to Library Media Technician with the West Valley-Mission Community College District.

AND

Understanding of, and sensitivity to the diverse academic, socio-economic, ethnic, religious and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

**Desired Qualification:**

The ideal candidate will also demonstrate the following desired qualification(s):

- Additional educational preparation equivalent to a bachelors degree.
- Experience with working in an academic library and/or tutoring center.
- Knowledge and/or experience with best practices related to the adoption, adaptation, and creation of Open Education Resources (OERs).

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- Knowledge and/or experience with using the Alma/Primo Library Services Platform (LSP) or other LSP software.
- Knowledge and/or experience with document and web accessibility best practices.
- Experience with remediation of web resources and PDF, Word, PowerPoint, and Excel documents to ensure accessibility compliance according to Section 508 and WCAG standards.
- Proficiency with Microsoft Office Suite including Word, Outlook, Excel, Access, & PowerPoint.
- Proficiency with Adobe Acrobat and/or other tools for remediating documents for accessibility.
- Knowledge and/or experience with statistical reporting related to library and/or learning support services and/or grant programs.
- Experience working in a college or library setting.

**Knowledge and Abilities:**

Knowledge of:

- Principles and practices of technical and functional oversight and training.
- Practices, procedures, and terminology of library operations.

Ability to:

- Provide technical and functional oversight over assigned staff and effectively train staff.
- Perform the most complex duties related to operation of a college library.
- Intermittently, review documents related to department operations; observe, identify and problem solve office operations and procedures; understand, interpret and explain department policies and procedures; explain operations and problem solve issues for the public and with staff.
- On a continuous basis, sit at desk for long periods of time; intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulation; use telephone; write or use a keyboard to communicate through written means; and lift or carry weight of 25 pounds or less.
- Provide assistance to students in a library or learning center environment at the community college level.
- Operate, maintain, and demonstrate the use of specialized equipment and software used in libraries and learning resources centers.
- Prepare and maintain statistical records, reports, databases, files, and lists.
- Use sound judgment in recognizing scope of authority.

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- Operate and use modern office equipment including computers and applicable software.
- Maintain regular attendance and adhere to prescribed work schedule to conduct job responsibilities.
- Utilize appropriate safety procedures and practices for assigned duties.
- Communicate effectively orally and in writing.
- Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.
- Establish and maintain effective, cooperative, and collaborative working relationships with others.

**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.
- Coordinate the recruitment, selection, and training of student assistants.
- 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.
- Track and monitor budget activity; may participate in budget development.
- 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.
- Build and maintain positive working relationships with co-workers, other district employees, and the public using principles of good customer service.
- Foster an environment that embraces diversity, integrity, trust, and respect.

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- Be an integral team player, which involves flexibility, cooperation, and communication.
- Perform related duties as assigned.

**Working Conditions:**

**Other Duties:**

**Application Information:**

**Physical Demands:**

**Applicant Information:**

**APPLICATION INFORMATION:**

- Interested applicants must submit online all materials requested, including: (1) A completed online West Valley-Mission Community College District application; (2) Supplemental application questions; (3) Resume; (4) Unofficial copies of transcripts, if requested; (5) Cover letter and/or reference list, if requested; and (6) Any requested licenses or certificates, if applicable.
- All sections of the online application, including Education and Educational 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.

**ABOUT TRANSCRIPTS:**

- If a minimum requirement is possession of a degree, then a copy of transcripts is required to be included with your application to verify the degree being awarded. If no transcripts are included, the application may be screened as not meeting minimum requirements.
- Should the minimum qualifications state "any combination equivalent to," then additional relevant

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work experience may substitute for education. In this case, please upload a document stating such in the Required Transcripts document field.

- Degrees must have been awarded by a college or university accredited by an accrediting body recognized by the U.S. Council on Post-Secondary Accreditation and/or the U.S. Department of Education.
- Candidates with degrees earned outside of the United States must provide official certification of equivalency to U. S. degrees by a certified U. S. credential review service, must have a U.S. evaluation (course by course of the transcripts) and must be submitted with this online application.
- If you do not have an electronic version of the transcript, you can get it scanned at an office supply or copy store; then attach the electronic version of your transcript to this online application.
- Copies of diplomas, grade reports, graduation petitions, transcript evaluations requests, or similar documents WILL NOT be accepted in lieu of transcripts.
- When uploading transcripts, please ensure they are NOT encrypted, secured, or password-protected or they will be rejected by the system.

For assistance, contact:

Office of Human Resources, Attn: Recruitment

14000 Fruitvale Ave, Saratoga, CA 95070

Phone: (408) 741-2174 Fax: (408) 741-2564

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

**Selection Process:**

**SELECTION PROCESS INFORMATION:**

- After the deadline date, a committee will review and evaluate applications and supporting materials to select the applicants to be interviewed. Meeting the minimum qualifications does not assure the candidate an interview.
- All candidates will receive an e-notification to acknowledge receipt of their application materials. If not contacted within 3-6 weeks following the close of the recruitment, no suitable match was determined at this time.
- Travel expenses to attend first-level interview are the responsibility of the candidate.
- Application materials become the property of the District and will not be returned or duplicated.
- The district may choose to re-advertise or indefinitely delay filling a position. Some positions may include first and second level interviews.

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- The district reserves the right to contact former, current, the most recent employers, and others to investigate past employment records of applicants.
- Any tentative verbal offer of employment is contingent upon formal approval of the college Governing Board.
- Upon hire the successful candidate must provide the required documents of identity and authorization to work and attest he/she is authorized to work in the United States.
- The district does not provide visa sponsorship.

**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.

**Special Instructions to the Applicant:**

**Posting Number:** FY22/23-298FT

**Open Date:** 10/29/2025

**Close Date:** 11/30/2025

**Open Until Filled:** No

**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.*

**Contact Information**

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

**Contact**

N/A

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