

Employment Opportunity

CLA05-164

Human Resources

College of the Canyons
26455 Rockwell Canyon Rd
Santa Clarita, CA 91355
Monday-Friday 8 AM-5 PM

Application Requests:

Web Site: www.canyons.edu
Job Line: (661) 259-7800
Ext. 7231
TTY Line: (661) 362-5426
Office: (661) 362-3428 or
HRO@canyons.edu

Application Process:

Application materials will not be reviewed unless all required documentation is received in the HR office by **4:30 PM on the specified date**-postmark is not acceptable for this purpose. Applications/resumes will not be accepted by fax/email. All materials submitted are for this position only and become the property of the District. Materials will not be returned, copied, or considered for other openings.

Required To Apply:

1. **District Application** form and any attachments.
2. Detailed **resume**.
3. **Letter of interest** addressing qualification.
4. **Verification** of required course work as follows:

If **College** units are required to fulfill the Minimum Qualifications, copies of complete and legible **college transcripts** clearly indicating all units earned and any degree awarded **must be included**. Copies of college diplomas are not acceptable in lieu of college transcripts. (Official, sealed transcripts required upon offer of employment.) If a library/media technician certificate is required to meet the minimum qualifications, a copy of the certificate must be submitted

Reference letters optional.

See the "Important Information" cover sheet to the Classified Application for any additional application requirements.

Equal Opportunity Employer

Library/Media Technician I

A Classified Represented Position

Issue Date: September 30, 2005

Closing Date: November 3, 2005

OVERALL RESPONSIBILITY: Under the supervision of the Interim Vice President of Instruction & Community Extension in conjunction with academic library personnel, responsibly performs a variety of library/media technical and clerical functions related to the acquisition, processing and circulation of print and non-print materials and related equipment; maintains materials and equipment. Incumbent will also receive work direction from Library Media Technician II and/or Library Media Technician III in the performance of duties. Performs other duties as assigned.

ESSENTIAL DUTIES: Assists in booking, ordering, confirming, receiving, circulating and returning rental videos. Assists in receiving, processing and maintaining periodical and microfiche collections and maintaining files and lists of these materials. Assists in the circulation of print and non-print materials and related equipment. Assists students, college staff and community members in locating and using Library resources, and in using related equipment. Assists in the training, directing, and evaluating of college assistants and adult hourly employees. Maintains statistical and inventory records and participates in the inventory process. Performs and/or assists in the performance of a variety of library/media technical functions, including bibliographic searching, stack and catalog maintenance, and processing of materials. Performs a variety of specialized library/media clerical functions, including typing, filing, ordering and maintaining supplies, handling routine correspondence and requests.

REQUIRED MINIMUM QUALIFICATIONS:

Experience and Education: A high school diploma and six years of library work experience, **OR** Education equivalent to an Associate's degree (60 units) from an accredited institution and two years of library work experience, **OR** Four years of library work experience and one year (30 units) of college, **OR** Two years library work experience and one year (30 units) of college, plus a library/media technician certificate.

Knowledge of: Library terminology and standard library practices, including the Library of Congress classification system. Equipment, materials, supplies and related items used in all areas of the library. Operation and use of computers and library automation software.

Ability to: Operate specialized library/media equipment and perform routine maintenance on this equipment. Work independently and effectively perform responsible and technical library/media functions. Prepare and maintain a variety of records and files and be able to present clear and comprehensive reports. Work effectively and demonstrate currency of knowledge of computers and other forms of advanced technology utilized in providing high-quality services. Provide reliable assistance to college staff in locating and using information and materials. Demonstrate basic computer skills as required to perform Library Media Technician I job duties. Communicate effectively in oral and written form. Understand and carry out oral and written directions. Establish and maintain cooperative working relationships with students, faculty, staff and others contacted in the course of work. Demonstrate clear evidence of a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and community.

Physical Characteristics: Position requires sitting and viewing a computer monitor for extended periods of time; dexterity of hands and fingers to operate a typewriter and computer keyboard; reaching, bending, and stooping; frequently exert 10 to 20 pounds of force to lift, carry, push, pull or otherwise move objects; hearing and speaking to communicate and provide information to others; vision to read printed material and computer monitor.

CONDITIONS OF EMPLOYMENT AND COMPENSATION:

Salary placement will be on Range 16 of Classified Represented Salary Schedule B. Initial salary step placement for new employees is usually at step 1, 2 or 3 (\$2604-\$3705) of the seven step salary range; step advancement is yearly up to step 7; with advancement to step 8 after two years at step 7. **Probationary period** for new Classified employees is one year. **Work year** is 12 calendar months with 15 paid holidays per year. The normal workweek for this position is 40 hours; **which will include up to three evenings per week and may include Saturday hours**. 10 vacation days accrue during first year of employment. **Ability to work a flexible schedule**, which may include off-shift hours and weekend assignments. Classified Union Membership/Agency Fee: A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay to the CSEA a service fee.

Skills evaluation of candidates for interview may be required.

BENEFITS Full-time employees are provided with a diversified program that includes medical, dental and vision insurance including dependent coverage, disability and life insurance as well as Section 125 options. These benefits commence on the first of the month following date of hire. Professional development opportunities are provided to all employees. Educational incentive and longevity benefits are available to eligible Classified Represented and Confidential employees.

RETIREMENT Classified employees contribute to the Public Employees' Retirement System (PERS), a defined benefit retirement plan through the State of California. Various additional benefit options are available to retired employees.

EMPLOYMENT OF SUCCESSFUL CANDIDATE IS CONTINGENT UPON: Background fingerprint clearance, successful completion of pre-employment physical examination (disabilities not related to the physical job will not affect the application process) and TB screening, proof of eligibility to work in the United States (College of the Canyons hires only individuals lawfully authorized to work in the United States) and Board of Trustees approval. Successful candidate will be required to sign a loyalty oath.

PLEASE READ THE "IMPORTANT INFORMATION" SHEET attached to the District Classified Application form for application instructions and additional information. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled. Recruitment is subject to close without notice.

APPLICANTS WHO HAVE DISABILITIES may request that accommodations be made in order to complete the selection process by contacting the human resources office directly.

ABOUT THE COLLEGE

College of the Canyons celebrates its 35th year of service in academic year 2004-2005. The college began in 1969 with only 800 students located on the campus of Hart High School in Newhall. It now serves over 15,000 students. Located on a modern 153.4-acre campus, it offers high-quality academic and technical programs, educational services to businesses and manufacturing companies -- earning the college a reputation as being one of the most innovative and effective community colleges in California.

An initial \$4 million construction bond provided for the purchase of property just east of the I-5 Freeway on Valencia Blvd. and in October of 1970, temporary buildings provided classroom and office spaces. As additional buildings have been constructed, the college has carefully situated the structures to blend with the natural attributes of the location, creating a relaxed and comfortable learning environment for which College of the Canyons is noted.

A local \$82.1 million bond measure and two statewide bond measures approved between 2001 and 2004, provided funds for the construction of new facilities to accommodate a projected 21,000 enrollment by the year 2010. The latest building to be completed is a state-of-the-art, 926-seat performing arts facility.

Fundraising efforts are nearing completion on a \$10 million University Center on the college campus. The plan is to offer bachelor's, master's and doctoral programs -- chosen based on community input -- locally. Groundbreaking for the permanent facility should occur during our 35th Anniversary year.

Seventeen intercollegiate athletic programs, nine women's sports and eight men's, provide opportunities to participate in athletics for all who are interested. The college has maintained its status over the years as the third largest employer in the Santa Clarita Valley.

The college plays an important role in training, retraining and educating members of the local workforce and dozens of partnerships have been forged with local companies. This "win, win" arrangement between businesses and the college fulfills the increasingly complex technological and managerial training needs of companies of all sizes in the region -- many of them in the local aerospace and manufacturing fields.

As College of the Canyons celebrates its 35th year, it has positioned itself to be a vital, enduring educational and economic force in the region. From modern facilities to a capable and enthusiastic staff, to innovative programs and high-tech solutions -- those who are currently involved with the college and those who will grace its doors in the future will find a safe, collegial campus that provides an educational experience second to none!

EQUAL OPPORTUNITY POLICY

The Santa Clarita Community College District is an equal opportunity employer and does not discriminate on the basis of race, religion, sex, age, color, national origin, ancestry, marital status, sexual orientation, veteran's status, mental disability or physical disability including persons with AIDS/ARC/HIV in any of its policies, procedures, or practices. This nondiscrimination policy covers admissions and access to, and treatment and employment in, the District's programs, services and activities.