

# COLLEGE OF THE CANYONS

## ANNOUNCES AN EMPLOYMENT OPPORTUNITY FOR

### LIBRARY MEDIA TECHNICIAN III

**POSITION DESCRIPTION:** Under the supervision of the Dean, Learning Resources and under the direction of academic library personnel, performs a variety of responsible, specialized and complex library/media technical functions related to the circulation, acquisition, cataloging, processing and inventorying of books and a variety of other instructional materials and media. Performs other duties as assigned.

**ESSENTIAL DUTIES:**

- Organizes, oversees and maintains a major service area, such as circulation or technical services, and directs the activities of this area within established guidelines. Assists academic library personnel in developing and monitoring policies and procedures.
- Coordinates, leads and gives guidance to college assistants and other library/media technicians in the performance of a variety of library/media functions.
- Maintains complex files and records including statistical and inventory records using specialized library software programs. Under the direction of academic library personnel, participates in the inventory of library materials.
- Assists students, faculty, college staff and community members in locating and using the online public access catalog and other automated resources.
- Performs a variety of technical service functions including receipt and verification of shipments of library materials, searching bibliographic databases for cataloging information, preparing catalog copy from available data in bibliographic databases and CIP (Cataloging in Publication), processing of library materials, repair of damaged materials, processing of discarded materials, maintenance of files of on-order materials and materials under consideration, and catalog maintenance.
- Under the direction of academic library personnel, generates bibliographies of library materials for student and faculty use.
- Performs a variety of circulation functions including maintenance of circulation records using specialized software programs; billing for overdue and lost materials; coordination and maintenance of textbook and instructor reserve collections; requesting, receiving and distributing interlibrary loan materials; receiving and maintaining the periodical collection; checking student filing; coordinating public service at the circulation desks; and maintaining the stacks.
- Performs a variety of library/media clerical functions, including keyboarding, filing, ordering and maintaining supplies and forms and handling routine correspondence and requests.

**MINIMUM QUALIFICATIONS:**

**Experience:** Three years of experience in a library or instructional media center, including lead responsibilities or oversight of a major service area.

**Education:** Equivalent to an Associate's Degree in library/media technology.

**Knowledge of:** Library terminology and standard library practices, including the Library of Congress classification system. Technical procedures of cataloging, ordering, reference work and circulation. Equipment, materials, supplies and related items used in all areas of the library.

**Ability to:** Provide technical assistance to students, faculty, and others. Operate specialized library/media equipment. Effectively perform technical library/media functions. Work effectively and demonstrate currency of knowledge with computers and other forms of advanced technology utilized in providing high-quality services. Prepare and maintain a variety of records and files and be able to present clear and comprehensive reports. Provide reliable assistance to college staff in locating and using information and materials. Lead and coordinate to work of others. Categorize, organize, and inventory equipment, materials and supplies. Work independently at a variety of assignments requiring technical skills. Effectively understand, communicate and carry out directions in both verbal and written form. 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. Incumbents may be exposed to occasional contact with dissatisfied or abusive individuals.

**CONDITIONS OF EMPLOYMENT:**

- ❖ Salary placement will be at Range 25 of the Classified Represented Employees Salary Schedule B (\$2976-\$4077 per month). *Appointments or hires will typically be made at Step 1 of this 7 step salary range, contingent upon qualification. Full Classified Represented Salary Schedule may be viewed on the college web page.*
- ❖ Excellent benefit package including medical, dental, vision, disability, life, educational incentive, professional development options, Section 125 options and Public Employees Retirement System.
- ❖ Ability to work a flexible schedule that includes off-shift hours and weekend assignments.
- ❖ The work year is 12 calendar months, with 12 paid vacation days and 15 paid holidays per year.

**APPLICATION INSTRUCTIONS:** Applicants whose application materials do not clearly reflect that Applicant meets the **Minimum Qualifications** indicated above will not be considered. Applications will **not** be reviewed by the Selection Committee unless **all** of the documents listed below are mailed or delivered to the Human Resources Office, College of the Canyons, 26455 N. Rockwell Canyon Road, Santa Clarita, CA 91355 by the review or closing date indicated below. A postmark is not acceptable for this purpose. **Incomplete application packets WILL NOT be considered.**

**MINIMAL DOCUMENTATION REQUIRED TO APPLY:**

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| <ol style="list-style-type: none"><li>1. Completed <b>Classified Application Form</b> &amp; Confidential Recruitment Source sheet. (Do not include notations such as “see attached resume,” resumes may not be substituted for District application form).</li><li>2. <b>Detailed Resume</b> summarizing education and experience.</li><li>3. <u>Three (3) signed</u> professional <b>Letters of Reference</b> dated within the last <u>five (5)</u> years. (Photocopies are acceptable, e-mailed or faxed reference letters are not accepted.)</li><li>4. <b>Letter of interest.</b></li></ol> | <ol style="list-style-type: none"><li>5. <b>College Transcripts</b> College coursework will not be accepted as fulfilling education qualification requirements above unless college transcripts (unofficial or xerographic copies are acceptable) are submitted with Application, copies of college diplomas are <u>not</u> acceptable in lieu of college transcripts. <b>Applications without complete and legible transcripts of coursework clearly indicating degree or equivalent units awarded will not be reviewed.</b><br/><br/>Detailed information regarding any relevant training in addition to college coursework should be provided.</li></ol> |
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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.** We regret that we cannot accept application materials by fax or e-mail transmission.

**ISSUE DATE: October 8, 2001**

**CLOSING DATE: November 16, 2001**

Application form, instructions and full job description may be may be obtained from the College Web Page [www.coc.cc.ca.us](http://www.coc.cc.ca.us).  
or by contacting the Human Resources Office by e-mail [HRO@mail.coc.cc.ca.us](mailto:HRO@mail.coc.cc.ca.us), or phone (661)259-7800, ext. 7231.

*Any expenses incurred in connection with the selection process will be the responsibility of the candidate.*

*Skills evaluation of candidates for interview may be required.*

Women and minorities are encouraged to apply.

**SANTA CLARITA COMMUNITY COLLEGE DISTRICT**