



Santa Clarita Community College District  
 Human Resources Office  
 26455 Rockwell Canyon Rd.  
 Santa Clarita, CA 91355  
 (661) 362-3428

# EMPLOYMENT OPPORTUNITY ANNOUNCEMENT

## LIBRARY/MEDIA TECHNICIAN II

A Classified Represented Position

**REVIEW DATE: DECEMBER 1, 2009**

**CLA09-356**

### APPLICATION PROCESS

Applicants are invited to apply online at [www.canyons.edu](http://www.canyons.edu). A downloadable printable application is available on our website or by calling our job line at (661)259-7800 ext. 7231. TTY Line (661)362-5426.

**All application materials must be received in the Human Resources office by 4:30 PM on the review date in order to assure consideration for this position.** Postmark is not acceptable for this purpose. Separate application materials must be submitted for each position applied for. Materials submitted become property of the District and will not be returned, copied, or considered for other openings.

**Your application is not complete until the following materials have been received:**

- District CLASSIFIED Application form.**
- Detailed resume.**
- Letter of interest (cover letter).**  
Please address your qualifications and experience as they pertain to the job duties, desirable qualifications and to the demonstrated knowledge and abilities section of this announcement.
- Copies of complete and legible college transcripts** clearly indicating all college units earned and any degree awarded. Copies of diplomas are not acceptable in lieu of college transcripts. Official, sealed transcripts are required upon offer of employment. Please see our website for the requirements for evaluation of transcripts from foreign colleges or universities.
- Reference letters** are optional.
- Confidential recruitment source Sheet** (optional).

Hiring committees review all complete qualified application packets. Possession of the minimum qualifications does not guarantee an interview.

Please note: Skills evaluation of candidates for interview may be required.

Travel and relocation expenses are the responsibility of the applicant.

**The College is expecting to conduct initial interviews the week of January 4, 2010 and final interviews the week of January 11, 2010.**

### EQUAL EMPLOYMENT OPPORTUNITY

The Santa Clarita Community College District does not discriminate on the basis of race, religious creed, color, ethnic or national origin, ancestry, citizenship status, uniformed service member status, physical disability, mental disability, medical condition, marital status, sex, pregnancy, age, sexual orientation, gender identity, or any other protected basis under the law. Applicants who have disabilities may request that accommodations be made in order to complete the selection process by contacting the Human Resources office directly at (661)362-3428.

### THE POSITION (See job description for complete position description.)

Under supervision of the Dean, Distance Learning and Training Programs and work direction of the Librarian, Public Services and/or the Librarian, Technical Services, performs a variety of technical functions pertaining to the circulation, acquisition, processing and inventorying of books and other instructional materials and media, and performs specialized and technical work related to library/media operations. Performs other related duties as assigned.

- Organizes, directs and maintains and/or provides technical assistance in the operation of a major service area, such as circulation, media services or technical services and helps direct the activities of this area within established guidelines.
- Coordinates, leads and gives guidance to college assistants and adult hourly workers in the performance of a variety of library/media functions.
- Assists in the organization and maintenance of the reserves collection (print, audiovisual and electronic).
- Assists in the organization and maintenance of the college archives.
- 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 in all formats, and in using related equipment.
- Plans and participates in on-campus and community outreach, recruitment activities, and special events.
- Participates actively in cross-functional projects and coordinates Library collaborations with relevant campus departments.
- Assists in updating and maintaining the library website.
- Maintains statistical and inventory records and participates in the inventory process.
- Performs a variety of library/media technical functions, including circulation of materials; processing of materials, bibliographic searching; receiving, verifying, and processing payment for print and non-print materials shipments; stack and catalog maintenance; operating specialized equipment; requesting, receiving, and distributing interlibrary loan requests; repairing of damaged materials; processing of discarded materials; preparing catalog copy from available data in bibliographic databases; maintaining and circulating audiovisual materials and operating audiovisual equipment.
- Performs a variety of specialized library/media clerical functions, including word processing, filing, ordering and maintaining supplies, handling routine correspondence and requests, and updating and maintaining the Internet presence of the library.
- Perform other related duties as assigned.

#### Knowledge of:

- Library terminology and standard library practices, including the Library of Congress classification and/or Dewey Decimal classification system.
- Standard and evolving procedures for cataloging, acquisitions, ordering, circulation, reference work, storage and similar matters.
- Equipment, materials, supplies and related items used in all areas of the library.
- Standard office software such as Word, Excel, Access, Outlook, and FrontPage.
- Desktop computer operation and troubleshooting. Ability to use standard personal computer peripherals, such as printers, scanners, and others as technology evolves.
- Evolving forms of content storage and retrieval, including digitization and online repositories.

#### Ability to:

- Use initiative and problem-solving skills in carrying out responsibilities.
- Provide specialized and responsible assistance to students, faculty, and others in locating and using information and materials.
- Operate specialized library/media equipment.
- Effectively perform responsible and technical library/media functions.
- Adapt to ever-changing and evolving operations.
- Prepare and maintain a variety of records and files and be able to present clear and comprehensive reports.
- Work effectively with and demonstrate currency of knowledge of computers and other forms of advanced technology utilized in providing high-quality services.
- Independently maintain currency with educational technology, relevant software, web design, and related tools as technology evolves.
- Lead and coordinate the work of others.
- Communicate effectively in oral and written form. Keyboard with speed and accuracy.
- Establish and maintain effective working relationships with both on-campus groups (including students, faculty, administrators, and staff) as well as the off-campus community.
- Work varied hours, including daytime, evenings and weekends as necessary.**
- Demonstrate clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, staff and community.

### MINIMUM REQUIREMENTS

**Experience:** Three years experience involving the operation of library and/or instructional media centers. Possession of an Associate's degree in library/media technology (or related field) or a Bachelor's degree in any subject may substitute for one year of the required experience.

**Education:** Education equivalent to the completion of an Associate's degree (60 semester units) from an accredited institution. Two years direct experience in addition to that identified above may be substituted for one year (30 units) of college.

## THE SANTA CLARITA COMMUNITY COLLEGE DISTRICT

College of the Canyons is one of the fastest-growing community colleges in the nation. Campuses in Valencia and Canyon Country serve more than 24,000 students per semester. The college has experienced double-digit growth each year for the past decade.

Located on a modern 153.4-acre campus in Valencia and 70-acre site in Canyon Country, the college offers classes during traditional fall and spring semesters, as well as substantial summer sessions and five-week winter inter-sessions. The college offers 58 AA/AS degree programs, as well as certificate programs and career-preparation certificates. The college operates on a healthy \$200 million budget (2008-2009) and offers classes seven days a week. Over the years, it has secured substantial amounts of state building funds and additional state funds through match programs with local bond monies. It has also secured millions of dollars in grants. All of this allows the college to engage in essential building programs and program development to accommodate its explosive growth.

The college has maintained its status over the years as one of the largest employers in the Santa Clarita Valley. College of the Canyons is a vital, enduring, cultural, 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 unlimited opportunities, a chance to be innovative and entrepreneurial – and set the stage for things to come. College of the Canyons is a dynamic campus that provides an educational experience second to none.

## PHYSICAL CHARACTERISTICS

Position requires sitting and viewing a computer monitor for extended periods of time plus frequent periods of standing and walking, which may include climbing staircases; dexterity of hands and fingers to operate a computer keyboard and related equipment; reaching, bending, and stooping; lift and stack objects up to 50 pounds occasionally and 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; handle and work with various materials and objects; travel from site to site.

## CONDITIONS OF EMPLOYMENT AND COMPENSATION

**SALARY PLACEMENT** will be on Range 21 (\$3,322-\$4,729) of Classified Represented Salary Schedule B. Initial salary step placement for new employees is customarily at step 1, 2 or 3 (\$3,322 /\$3,514/\$3,718) of this 8-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. 10 vacation days accrue during first year of employment. Ability to work a flexible schedule. A Classified employee is required to either become a dues paying member of the Classified School Employees Association (CSEA) Chapter, or pay a service fee.

**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.

**Position is offered contingent on funding. We reserve the right to withdraw, extend the filing date, reopen, or delay filling this position. Recruitment may continue until the position is filled and is subject to close without notice.**



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## EMPLOYMENT OPPORTUNITY

### The Santa Clarita Community College District

*Announces an Employment Opportunity for*

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Winner, "Best Employer to Work for in the Santa Clarita Valley" (2009)

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