

Classified Employment Opportunity

LIBRARY TECHNICIAN II ACQUISITIONS Doyle Library

PRIORITY FILING DEADLINE: Tuesday, August 7th, 2007
(Open until filled)

GENERAL DESCRIPTION

The Acquisitions area of the Doyle Library at Santa Rosa Junior College is seeking a qualified individual with demonstrated library, clerical, technical and customer service skills to join an outstanding team of staff. This is a full-time, 12 months per year Classified position. Generally, the hours of employment will be 8:00 a.m. - 5:00 p.m., Monday through Friday, but work schedules may vary, so candidates must have scheduling flexibility to meet the changing needs of the department. Appointments are contingent upon funding and Board approval.

POSITION DESCRIPTION

Under general supervision, coordinates the operation of the library Acquisitions Department; performs paraprofessional duties of a complex nature in the Technical Services area of the library; may serve as a lead worker to other classified staff in the area; supervises student assistants and short-term, non-continuing personnel; and perform related work as required.

DEPARTMENT DESCRIPTION

Library Services at Santa Rosa Junior College provides a diverse array of instructional support services district-wide. There are two library facilities: Doyle Library at the Santa Rosa campus and Mahoney Library at the Petaluma campus. Instructional collections include over 140,000 book holdings, over 400 current print subscriptions, and 30 electronic databases. All holdings are available through a union catalog and accessible via the Web. The library instructional program emphasizes instruction in the areas of information competency and effective research methods. There are over 400 students enrolled per semester, and faculty librarians teach all classes.

DISTINGUISHING CHARACTERISTICS

The Library Technician II is distinguished from the Library Technician I by the duties of ordering books and periodicals and monitoring a budget, if applicable. This classification also oversees the library operations of one or more departments in the library, if applicable. This classification also acts as a lead worker to other classified staff in the area.

PHYSICAL REQUIREMENTS

Must be able to perform physical activities, such as, but not limited to, lifting (up to 50 lbs. unassisted), bending, standing, climbing or walking while performing library duties.

EXAMPLES OF DUTIES

Develops and implements policies and procedures relating to circulation, reserve, interlibrary loan, acquisitions and federal copyright laws; interprets and enforces library policies; maintains confidential patron records; develops and monitors database collection of all print, media and digital collections for the District; resolves discrepancies and regulates the electronic and physical withdrawal of obsolete and damaged bibliographic materials from the automated database, shelves; analyzes and fulfills interlibrary loan requests from regional, national, and international libraries from library collections; directs the preparation and distribution of notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines; monitors on-line ordering, receiving and invoicing of books and periodicals requested by library, administrative and academic staff; submits claims and reconciles shipment, invoice and statement discrepancies with vendors and service providers; maintains on-line budget records and controls expenditures for the library budget; determines and modifies the on-line status of collection holdings; organizes and coordinates the annual electronic inventory of all instructional collections; develops detailed financial and statistical records and special reports for the library, campus community, public and governmental agencies; resolves patron conflicts and issues; maintains microform printers, copiers, print card dispenser, fax machine and book detection system; troubleshoots public workstations to ensure network accessibility; evaluates space needs; recommends storage and labeling solutions; relocates collection materials as needed; may act as lead worker for Library Technician I; and supervises and trains student assistants and short-term, non-continuing personnel.

SCOPE

The Library Technician II utilizes current information technology to ensure access to library materials at all campuses/sites; has a thorough working knowledge of an integrated library automation system, library terminology, technology, rules and procedures; familiarity with District personnel, purchasing, and accounting policies and procedures; applicable laws governing copyrights; and the use and distribution of library materials.

COMPENSATION PACKAGE

- **Salary Range:** \$3,576 - \$4,349 per month (2006/07 Salary Schedule); maximum initial placement at \$3,943 per month (placement within this range is based on assessment of previous experience as documented in application materials).
- **Fringe benefits:** The District offers a competitive health & benefits package for employees and eligible dependents (benefits are pro-rated for part-time employees).
- **Leave/Holiday time:** Full-time classified members earn 8 hours of sick leave and start off accruing 6.67 hours of vacation for each month worked (accrual rate increases after third year of employment and rates are pro-rated for part-time employees). Employees are also compensated for holidays recognized by the District (14 holidays/year, pro-rated for part-time employees).

Classified employees are required to become a dues paying member of the Service Employees International Union (SEIU), or pay a service fee.

QUALIFICATIONS

Required Knowledge and Abilities:

Knowledge of operation of one or more modules of an integrated library automations system, preferably Voyager; current library terminology, rules and procedures; bookkeeping and fiscal management practices; variety of computer software applications and databases; Library of Congress cataloging rules and procedures; and federal laws regulating copyright and interlibrary loans.

Ability to recommend, interpret and apply library department policies; develop, interpret and implement rules and procedures; analyze situations and adopt effective courses of action; operate and maintain a wide variety of computerized library equipment; work independently with a minimum of supervision; maintain accurate records and perform mathematical calculations; analyze and diffuse disruptive situations; act as lead worker to other classified staff in the area; supervise student assistants and short-term, non-continuing employees; maintain cooperative working relationships; demonstrate sensitivity to, and respect for, a diverse population.

Required Education/Experience:

Two years of college coursework AND three years of full-time (or part-time equivalent) experience working in a library; OR the equivalent.

If you do not possess the minimum qualifications exactly as stated above, you must file for equivalency. If claiming equivalency, applicants are responsible for documenting all course work, degree programs and related professional experience at time of application.

Preferred:

- Recent experience ordering, receiving and invoicing using an automated library system, preferably Voyager
- Recent experience organizing workflow and managing workload in a library department, preferably Acquisitions
- Recent experience providing work direction to others.

APPLICATION MATERIALS AND PROCEDURES

To receive application materials, please contact:

Human Resources Department
Santa Rosa Junior College
1501 Mendocino Avenue
Santa Rosa, California 95401
(707) 527-4688 • Fax (707) 527-4967
Employment Page: www.santarosa.edu/hr

Human Resources is located on the Santa Rosa campus in the Button Building at 1988 Armory Drive at the back of campus parallel to Highway 101. Hours are 8:00 a.m. to 5:00 p.m., Monday through Friday. For the months of June and July, hours will be 8:00 a.m. to 5:00 p.m., Monday through Thursday.

It is the candidate's responsibility to be sure that all required materials reach Human Resources by 4:00 p.m. on the priority filing deadline to be given priority consideration for the position.

All documents included in your application file become the property of the college and will not be returned. Your application file for one position will not be considered for further openings and new documents must be submitted for each opening.

MATERIALS REQUIRED FOR THIS RECRUITMENT

In order to be given priority consideration for this position, applicants must submit AN ORIGINAL PLUS ONE COPY OF EACH of the following documents by the priority filing deadline:

1. A completed Santa Rosa Junior College Classified Application Form and Personal Data Form. Voluntary Data Form is optional.
 - If applicable, completed Equivalency Application.
2. A brief cover letter focusing on the required and preferred qualifications.
3. A brief statement describing your demonstrated experience in understanding and being sensitive to the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students and staff.
4. Current Resume
5. Copies of transcripts of all college level course work (unofficial copies acceptable (both sides), but official transcripts must be submitted prior to hiring). If transcripts are from an institution outside of the United States, applicants must provide a formal evaluation of their foreign degree(s) at the time of application. Contact the Human Resources Department for more information.
6. Please submit an original AND one copy each of the required materials listed above.

PLEASE SUBMIT ONLY MATERIALS REQUESTED.
(In loose-leaf form - no folders or binding please.)

SRJC attracts and retains the most qualified faculty and staff from diverse backgrounds. This is achieved through an inclusive recruitment strategy and a rigorous, thorough hiring process that begins with the fair and consistent evaluation of each application for minimum qualifications and demonstrated skills specific to each position. Because the ability to serve students from broad cultural heritages, socioeconomic backgrounds and genders is a key commitment of the College mission, SRJC actively encourages applications from candidates who recognize the value that diversity brings to a professional educational community.

If you are in need of special services or facilities due to a disability in order to apply or interview for an opening, please contact the Human Resources Department.

The Jeanne Clery Annual Security Report, which includes personal safety and crime prevention information, related District policies, and District crime statistics, is available at www.santarosa.edu/police or paper copies are available upon request from the District Police Department.

Following the priority filing deadline, applications which are complete for screening will be forwarded to a screening committee for review. Approximately 15 to 20 days later, we will notify you whether or not you have been chosen for interview. Those applicants most suitably qualified for the position will be invited for interview before a screening/interviewing committee.

Prior to beginning employment, employees must: (a) provide proof of eligibility to work in the United States; (b) pass a pre-employment physical examination (at employee's expense); (c) be fingerprinted and have background clearance (also at employee's expense); and take a TB test.