Office of Human Resources & Employee Relations

ANNOUNCEMENT OF FACULTY POSITION

POSITION:	Systems Librarian (Re-advertised)	Full time, Tenure track, 10 months

WORK SCHEDULE: Monday – Friday 8:00 am to 5:30 pm

SALARY: *Placement on the applicable salary schedule is commensurate with education. Schedule F0 - $53,933.87 - $79,667.66/ Annually + Benefits*

DEADLINE: November 25, 2019
START DATE: December 2019/January 2020

INTRODUCTION:

This position reports to the Dean of Institutional Effectiveness, Research, and Planning / Library Services. The position may be involved in any AVC Library area, working in conjunction and cooperation with other Library Science faculty. This is a full-time, 35 hour/week tenure track faculty position.

REQUIRED MINIMUM QUALIFICATIONS:

- **Most current Minimum Qualifications for Faculty in California Community Colleges (10th edition):** Master's degree in Library Science or Library and Information Science OR equivalent. (Academic Affairs Division, California Community Colleges)
- **Antelope Valley College Equivalency:** *Equivalency not needed, per division faculty.*

AND a sensitivity to and understanding of the diverse academic, socioeconomic cultural, disability, and ethnic backgrounds of community college students (Assembly Bill 1725; Education Code 87360).

DUTIES:

- Provide leadership in the management and administration of the integrated library system (Sirsi/Dynix Horizon©) including, but not limited to the cataloging, circulation, reserve, acquisitions, archival, and automated report generation modules.
- Serve as primary liaison with the vendor of the integrated library system.
- Instruct staff in the use of the integrated library system.
- Perform library and archival original and copy cataloging as necessary.
- Generate, complete, and provide annual statistical and compliance reports as necessary.
- Provide reference services to students, faculty, staff and community members.
- Assist in the development of library policies and procedures.
- Participate in faculty / division meetings and college governance contributory to the attainment of the college's mission and strategic goals.
- Participate and make recommendations in the selection of instructional equipment, materials, technology, and online products.
- Keep abreast of developments in the Library Science discipline partly through participation in professional groups and organizations at various levels (district state, national, etc.)
- Continued professional development through the Faculty Professional Development Program or other sources is expected.
- Travel between District locations is also expected.

DESIRABLE QUALIFICATIONS:

- Knowledge of and/or professional instruction in integrated library systems, such as Sirsi/Dynix Horizon©.
- Ability to troubleshoot and resolve integrated library system analytical and technical issues.
- Knowledge of SQL.
- Knowledge of OCLC and current cataloging standards.
- Knowledge of current trends related to technical services and system administration.
- Strong oral and written communication skills.
- Ability to work productively, cooperatively, and collegially.

APPLICATION PROCEDURE

It is the responsibility of each applicant to have all the following documents on file in the Human Resources Office by the deadline date in order to continue in the application process for this position. **Please submit ALL of the following documents:**

1. **A completed and signed Antelope Valley College _Full-Time Academic Faculty Application_**
   Please do not state "See Résumé" on any part of the application. Blank spaces or illegible entries may be cause for rejection of the application. The District will not return application materials submitted.
2. **A letter of intent**, addressing qualifications for this position.
3. **A résumé** or curriculum vitae.
4. **Transcripts** from **ALL** college work, to include showing degrees conferred, from an accredited institution(s).
   a. Unofficial transcripts or photocopies will be accepted to establish the application file; however, official transcripts will be required if the candidate is offered the position.
   b. Any degree from a country other than the United States., including Great Britain and Canada, must be evaluated by a professional evaluation service, and proof of such submitted with application.
5. **At least two signed letters of recommendation**; _must be dated within the last one to two years_.
   a. These letters should pertain to professional experience, and are not general "character references." Applicants are encouraged to request more than two letters to ensure that at least two are received prior to application review. No faxed or e-mailed copies will be accepted.

The Antelope Valley Community College District offers an extensive benefits package that includes full-family medical, dental and vision plans, employee life insurance and income protection policies, and eligibility to enroll in the State Teachers' Retirement System.

Application forms are available on the AVC web site www.avc.edu or from the Human Resources Office and must be returned to:

Office of Human Resources
3041 West Avenue K
Lancaster CA 93536
(661) 722-6311
Office hours: Monday-Thursday (7:30am – 6:00pm)
Friday (7:30am – 11:30am)
Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included.
Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

AVC is an equal opportunity employer.