



Office of Human Resources & Employee Relations

ANNOUNCEMENT OF CLASSIFIED POSITION**POSITION:** Library Assistant F/T, 12 months**WORK SCHEDULE:** Monday – Saturday: 7:30am-8:00pm
(Schedule as needed)**SALARY:** Range 9, \$3,027.30/mo. + benefits**DEADLINE:** October 16, 2017**START DATE:** November 16, 2017**BASIC FUNCTION:**

Under the direction of the Dean of Instructional Resources/Extended Services, performs a wide variety of duties in the College library; assists students, faculty and others in the use of library/media equipment, materials, services and facilities; performs a variety of duties related to circulation, the reserve library, technical services and assistive technology; trains and provides work direction to student workers; performs other related responsibilities as may be assigned.

REPRESENTATIVE DUTIES: *E = indicates essential duties of the position***Circulation Desk:**

- Assists students, faculty and library patrons at the library circulation desk; checks books, periodicals and other materials in and out; collects fines; removes blocks; clears liens; issues library cards; periodicals and other materials in and out according to established guidelines and procedures; answers telephone and directs calls; answers patrons queries and resolves patron issues; directs reference queries to librarian as needed; provides work direction to student assistants. (E)

Circulation Data:

- Maintains statistical records for circulated items; runs items reports; maintains daily statistics for periodicals and pamphlets; compiles monthly and annual reports pertaining to books, periodicals, pamphlets, and circulations statistics. (E)

Assistive Technology:

- Demonstrates operations of various equipment and software programs to faculty, staff, student workers, and disabled students including CCTV, Zoom Text*, Kurzweil* JAWS*, and computer software systems; writes and updates materials for training; maintains current knowledge of equipment; and attends training sessions as provided. (E)

Technical Services

- Processes new and gift donated books; places jackets on books, changes item status; bookmarks created files; check items in through circulation and places on bookcart for shelving. (E)

General Duties:

- Provides input to develop circulation policies and procedures. (E)
- Opens and prepares library for daily use; reads and records meters; check books in and updates computer records; check change machines and photocopier to assure proper operation; turn on public access computers. (E)
- Closes library turning off equipment; runs day end report, counts the cash box, places in safe along with the APS change bag; locks doors and disable handicap accessible mechanism. (E)
- Trains and provides work direction and guidance to student assistants as assigned. (E)
- Assists library technicians as needed.
- Performs a variety of special projects or assignments as delegated.
- Maintains library materials in assigned locations.
- Operates a variety of library equipment including computer terminal, typewriter, printer, laminator, calculator, copier, microfilm and microfiche readers and others. (E)
- Performs related duties as assigned.

EDUCATION AND EXPERIENCE: Any combination equivalent to: graduation from high school and one year of general library experience.

KNOWLEDGE OF:

- Basic principles, practices, procedures and terminology of a college library.
- Standard procedures for circulating library materials.
- Familiarity with the operation and use of a wide variety of library equipment.
- Basic reference sources and library materials.
- Interpersonal skills using tact, patience and courtesy.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Proper lifting techniques.

ABILITY TO:

- Perform library clerical work under general supervision.
- Check books, periodicals and other materials in and out of the library.
- Assist patrons in the selection and location of library materials.
- Operate a variety of equipment including computer terminal, typewriter, calculator, copier, and microfiche reader/printer.
- Add, subtract, multiply and divide quickly and accurately.
- **Type at 40 words net per minute from clear copy.**
- Train and provide work direction to others.
- Lift, bend, stoop and reach.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.
- Understand and follow oral and written directions.
- Establish and maintain effective working relationships with others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Trains and provides work directions to student workers.

CONTACTS: Co-workers, Bookstore staff, faculty, other departmental staff, security, students, and vendors.

PHYSICAL EFFORT:

- Light lifting and carrying books.
- Pushing and pulling carts.
- Walking and standing for extended periods of time.
- Reaching horizontally and above the shoulders to shelve and reach books.
- Bending and kneeling.
- Dexterity of hands and fingers to operate standard library equipment.

WORKING CONDITIONS:

Normal library environment.

APPLICATION PROCEDURE

To be considered an applicant for a classified position in the Antelope Valley Community College District, all of the following documents must be submitted no later than 4:30 p.m. on the deadline date.

If any of the listed materials are missing or incomplete, the application will not be considered.

1. A completed and signed Antelope Valley College *Classified Application*
2. Résumé
3. *Original typing certificate (net 40 wpm)
 - * Certificates of typing speed must be valid within the past 12 months.
 - * Verification on employer letterhead will also be accepted.

The application must be filled out completely and signed. **Do not** indicate “**See Résumé**” on any part of the application. Blank spaces, illegible entries or failure to sign the application may be cause for rejection. The District will not return application materials submitted.

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

**Faxed or emailed materials cannot be accepted.
Unsolicited materials will not be included. Postmarks will not be accepted**

A selection committee will screen applications of candidates meeting minimum requirements. **Meeting minimum requirements does not assure the applicant of an interview.** Selection for an interview will be based on your training and experience as outlined in your application. Applicants selected for interviews will be notified by phone. Applicants should not expect notification of the status of their candidacy until the Board of Trustees has acted upon the district's recommendation for employment.

Candidates selected for employment will be required to provide verification of work authorization pursuant to INS regulations.

Antelope Valley College offers an extensive benefit package that includes full-family medical, dental, and vision plans and employee life insurance and income protection policies and eligibility to enroll in the Public Employees' Retirement System.

*Antelope Valley College prohibits discrimination and harassment based on race, religious creed, color, national origin, ancestry, physical disability, mental disability, medical condition, marital status, sex, age, or sexual orientation.
Upon request, we will consider reasonable accommodations to permit individuals with protected disabilities to (a) complete the employment or admission process, (b) perform essential job functions, (c) enjoy benefits and privileges of similarly-situated individuals without disabilities, and (d) participate in instruction, programs, services, activities, or events.*

AVC is an equal opportunity employer.