



ANTELOPE VALLEY COLLEGE
invites applications for the position of:

Library Technician

SALARY: \$4,284.87 Monthly

DEPARTMENT: Library

OPENING DATE: 12/14/21

CLOSING DATE: 01/06/22 11:59 PM

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Hours not to exceed 40 hours per week. Exact work schedule is Monday - Friday 8:00 am to 4:30 pm. Work schedule subject to change by supervisor based on department needs and college hours of operation.

February 2022

Cover Letter, Resume, Transcripts Confirming all Course work

DESCRIPTION:

Under the direction of the Dean of Instructional Resources/Extended Services, perform lead library duties in the acquisition, receipt, circulation, distribution and cataloging, and use of monographs, serials and other library resources in the library; perform lead duties and oversee an assigned area of a library. Performs other related duties as may be assigned.

REPRESENTATIVE DUTIES:

Reserve Bookroom:

- Organizes and maintains Reserve Bookroom services. Prepares textbooks budget; determines what books are needed for reserve. Responsible for the acquisition and cataloging of textbooks into the Horizon Reserve Library. Removes obsolete and worn materials from reserve and deletes from Horizon system. Maintains and compiles statistics. Routes books to librarians for circulation or return to instructor; compiles reserve statistics for ASO as needed. (E)
- Coordinates the smooth operation of the Circulation Desk; updates Circulation rules and procedures; direct work activities of student assistants to ensure uniform application of policies and procedures; issues library cards utilizing Horizon online system and Banner system; check in and out various types of library materials; assists patrons in the use of various types of machines; assists patrons by responding to queries and advising patrons of the library services. (E)
- Oversees assigned functions of the library and the use of library resources; assures efficiency and effectiveness; performs departmental opening and closing duties. (E)

- Performs a variety of duties related to the acquisition of library materials; prepares purchase orders and authorizes payments; selects jobbers or publishers; places orders and schedules deliveries. (E)
- Provides information and assistance to students, faculty and other library patrons. (E)
- Perform additional duties related to the circulation of library materials including charging, reserving, renewing and discharging book and non-book materials; assure that shelves are properly maintained. (E)
- Prepares and maintains a variety of specialized patron records, ledgers, reports and statistics; oversees the maintenance of financial records and the accounting for monies collected or disbursed in assigned area, including fees, and late charges; mails overdue and fine notices; liens patrons' records; notifies faculty/staff of outstanding books; and prepare letters to patrons advising them of damaged books. (E)
- Recruits, interviews, trains, directs work flow activities of student workers; develops work schedules, provides training, checks accuracy of time sheets; mentors, disciplines and terminates (if necessary) student workers. (E)
- Organizes and coordinates inter-library loan activities through the OCLC database; records ILL requests from patrons; and oversees loan transactions. (E)
- Oversees the receipt and physical processing of library materials in accordance with established guidelines. (E)
- Operates a variety of office machines and library equipment including typewriter, calculator, copier, laminator, microfilm reader/printer, computer, printer and related software and audio-visual equipment. (E)
- Prepares a variety of written materials related to assigned function including correspondence, signs, special reports, and statistics. (E)
- Serves on selection committees for new employees. (E)
- Manages the Library's petty cash; determines monies required in petty cash account; manages refund account for vendor machines balancing receipts; and contacting agent to replenish the account. (E)
- Checks shelves to ensure adequate space for materials shelved; develops book shifting plans and schedules to accommodate adequate space. (E)
- Processes paper, microfiche, and microfilm periodicals; enters to computer to show receipt, property stamp, and security strip; requests missing issues from Ebsco; discard periodicals according to retention schedule; organizes, maintains, and update periodicals room; records statistics related to periodicals usage and prepares monthly and annual reports. (E)
- Performs related duties as assigned.

(E = indicates essential duties of the position)

MINIMUM QUALIFICATIONS:

EDUCATION AND EXPERIENCE:

Any combination equivalent to: associate's degree supplemented by college course work in a library specialty and two years increasingly responsible experience in an area of a library OR up to one year of additional work experience in a library may be substituted for course work in a library specialty.

OTHER INFORMATION:

KNOWLEDGE OF:

- Library policies, procedures and practices.
- Library of Congress classification system.
- Reference sources and library holdings.
- Machine readable cataloging codes (MARC) Word and data processing.

- Modern office practices, procedures and equipment.
- Operation of a computer terminal and microcomputer.
- Oral and written communication skills.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- Interpersonal skills using tact, patience and courtesy.
- Principles of training and providing work direction.
- Technical aspects of field of specialty.
- Basic research methods.
- District organization, operation, policy and objectives.

ABILITY TO:

- Perform responsible and technical library duties.
- Oversee and direct the daily operations in an assigned area of a college library.
- Conduct difficult bibliographic searches and resolve cataloging problems.
- Prepare and deliver oral presentations.
- Participate in the development of library policies, procedures and programs.
- Operate standard business machines and specialized library equipment.
- Add, subtract, multiply and divide quickly and accurately.
- Communicate effectively both orally and in writing.
- Read, interpret, apply and explain rules, regulations, policies and procedures.
- Maintain records and prepare reports.
- Establish and maintain cooperative and effective working relationships with others.
- Analyze situations accurately and adopt an effective course of action.
- Work independently with little direction.
- Plan and organize work.
- Train and provide work direction to others.

WORK DIRECTION, LEAD AND SUPERVISORY RESPONSIBILITIES: Provides work direction to student and hourly workers.

CONTACTS: Co-workers, other departmental staff, patrons, vendors, student workers and assistants.

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

SUPPLEMENTAL INFORMATION It is the responsibility of each applicant to have all the requested documents submitted through NEOGOV by the deadline date in order to continue in the application process for this position.

APPLICATION INSTRUCTIONS - PLEASE READ

- Each recruitment is conducted independent from others; therefore, interested parties need to submit separate complete application packages for each position they apply for.
- It is important the applicants submit ALL documents requested for the application package to be deemed complete and given consideration.
 - **This includes, but is not limited to, submitting transcripts for all college coursework or degrees when requested to do so within a job announcement.**

- All out of the country transcripts must be evaluated prior to submitting them with applications.
 - Any evaluation service member of the National Association of Credential Evaluation Service (NACES) <http://www.naces.org/> is acceptable.
- If letters of recommendation are required, letters must be current within two years, signed and dated from individuals having knowledge of your professional experience.
- Typing certifications must be current within one year and must include name, date and net words per minute (NWP).
- For those disciplines with established Academic Senate's approved equivalency: complete the Supplemental Equivalence Request form (If applicant is applying based on an equivalency and is requesting review)
- Applicants may be subject to passing an examination (written/technical), as appropriate to the requirements of the position.
- Residency within a reasonable geographical area of the college may be necessary.
- Travel expenses for pre-employment interviews and employment processing will not be authorized.

If you have, any questions or concerns please feel free to contact the Human Resources Office.

EQUAL OPPORTUNITY EMPLOYER:

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

APPLICATIONS MAY BE FILED ONLINE AT:
<http://www.avc.edu>

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Position #RN21-38
LIBRARY TECHNICIAN
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