



ANTELOPE VALLEY COLLEGE

Office of Human Resources & Employee Relations

ANNOUNCEMENT OF FACULTY POSITION

POSITION:	Library Science – Librarian	Full-Time Tenure
Track	Systems Librarian/Technical Services	10 months
SALARY:	Schedule A - \$ 53,105.42 - \$78,443.93 / Annually + Benefits	
	(Dependent upon education & experience)	
DEADLINE:	March 3, 2017	
START DATE:	Fall 2017	

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:** (*Approved: May 10, 2013 Senate Meeting*)
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 4:30 p.m. on the deadline date in order to continue in the application process for this position.

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

1. A completed and signed Antelope Valley College **administrative application form**.
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 materials submitted.
2. A letter of intent addressing your interest and qualifications for this position.
3. A personal résumé or curriculum vitae.
4. Transcripts* of **all** college work that substantiates the requirements of the position. Transcripts must include date conferred. (Unofficial transcripts or photocopies will be accepted to establish the application file). Official transcripts will be required if the candidate is offered the position.

*Note: Any degree from a country other than the U.S., including Great Britain and Canada, must be evaluated by a professional evaluation service.

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



ANTELOPE VALLEY COLLEGE

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.

The screening committee will review ONLY complete application packets and the committee will determine applicant's eligibility for an interview. Candidates who are selected for an interview will be notified via telephone.

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

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