

Librarian
Foothill-De Anza Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=228214>

Downloaded On: May. 9, 2024 4:40am

Posted Dec. 27, 2023, set to expire May 31, 2024

Job Title	Librarian
Department	Staff
Institution	Foothill-De Anza Community College District Los Altos Hills, California

Date Posted	Dec. 27, 2023
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Application Deadline	Open until filled
Position Start Date	Available immediately

Job Categories	Classified Staff
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Academic Field(s)	Library
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Apply Online Here	https://apptrkr.com/4897647
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Apply By Email

Job Description

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Librarian

HR EMPLOYMENT/CAREERS

Initial Review Date: 02/06/24*

***Any complete applications received after the review date will only be forwarded to the hiring committee at their request.**

The Foothill-De Anza Community College District is currently accepting applications for the faculty position Librarian, Foothill College.

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The Foothill - De Anza Community College District does not have a remote work policy. All employees are expected to be available to work in person and on-site per the requirement of the department.

Foothill - De Anza Community College District Mission Statement:

The mission of the Foothill-De Anza Community College District is student success and educational excellence. The district and its colleges provide access to affordable, quality educational programs and services that develop a broadly educated and socially responsible community that supports an equitable and just future for California and the global community. Every member of our district contributes to a dynamic instructional and learning environment that fosters student engagement, equal opportunity, and innovation in meeting the various educational and career goals of our diverse students. Foothill-De Anza is driven by an equity agenda and core values of integrity, inclusion, care for our students' well-being, and sustainability.

Foothill College Mission Statement:

Embracing inclusivity and building strong communities, Foothill College serves diverse learners and equips its students with critical thinking skills to address complex societal challenges, to thrive in the global workforce, and to engage in a life of inquiry.

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

The Collection Development Librarian is responsible for building, managing, reviewing, evaluating, and promoting collections to support the teaching and learning mission of the college. The Collection Development librarian plays a leadership role in ensuring a robust, diverse, and high use collection through:

1. Communicating with stakeholders about the collections including raising awareness of new and existing resources, changes to resource access, and training and educational opportunities on library resources.
2. Maintaining, assessing, and updating the Collection Development Policy
3. Working closely with colleagues across the library to ensure the collections reflect the needs and interests of users.
4. Prioritizing creating a diverse and inclusive collection and is committed to staying informed about trends, developments, and best practices related to collection development.
5. Working closely with Technical Services and Public Services Staff to develop and document standard procedures and practices to maintain the accuracy of the library's materials records,

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ensuring appropriate placement of materials within collections and that those materials both meet the library standards and are compatible with circulation procedures.

6. Participating and leading the library in OER/Zero Textbook Cost efforts.
7. Serving as a liaison to the District archive
8. This position is physically based on campus with possible online work.

Standard duties expected of all Librarians include reference and instruction, development and evaluation of curricula, maintaining scheduled office hours, attending department and division meetings, pursuing professional growth activities, service on district and/or college committees, and performing other duties consistent with the role of a Faculty Librarian. Faculty also have the opportunity to participate in campus extra-curricular activities.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Master's in Library Science, Library and Information Science, **OR** the equivalent.

PREFERRED QUALIFICATIONS:

1. Three to five years of professional library experience in acquisitions and/or collection development, including collection development practices and current trends in selection, ordering, patron-driven programs, and vendor services.
2. Experience in weeding projects and processes.
3. Familiarity with developing and conducting collection audits.
4. Proficiency with using a bibliographic utility, preferably OCLC, and an integrated library system, preferably Ex Libris Alma.
5. Experience providing in-person and online reference services preferably using Springshare and in an academic library.
6. Experience teaching instruction sessions or courses in Information Literacy in-person, online, and via video conferencing for a diverse student population.
7. Evidence of both professional initiative and decision-making experience in a highly collaborative, team-based environment.

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WORKING CONDITIONS:

Environment:

1. Indoor, office environment.

Physical Abilities:

(Applicants should perform these physical abilities with or without reasonable accommodations)

1. Hearing and speaking to exchange information.
2. Vision sufficient to read various materials.
3. Dexterity of hands and fingers to perform the tasks required of the position.
4. Regularly stand, walk, and sit for extended periods of time.
5. Bending at waist, kneeling, or crouching.
6. Reaching overhead, above the shoulders, and horizontally.
7. Lifting and carrying objects up to 20 lbs.

APPLICATION PACKET:

1. A District on-line application to be completed at <http://hr.fhda.edu/careers/>*In the application, you will provide information, which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.**Additionally**, you will be asked to explain how your life experiences, studies or work have influenced your commitment to diversity, equity and inclusion.
2. A cover letter detailing your background and experience, skills, and abilities as they relate to the minimum and preferred qualifications of this position.
3. A current resume of all work experience, formal education and training.

If you wish to request equivalency for this position (if you believe you do not otherwise meet minimum qualifications via educational degree attainment as specified), you may submit the Request for Equivalency form. This form will need to be submitted with your application packet. You may either

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scan a hard copy of this form with your application packet or submit it as a Word document with your application packet. http://hr.fhda.edu/_downloads/Equivalency.pdf

Applicants will be REQUIRED to submit transcripts for salary placement purposes. Applicants who have international transcripts must obtain transcripts that are evaluated by an independent educational-equivalency evaluation company and obtain an English translation (if necessary). These services are to be done at the applicant's expense.

If any required application materials are omitted, the committee will not review your application packet. Application materials not required (including reference letters) for this position will not be accepted. For full-consideration, all application packets must be received by 11:59 pm on the closing date.

Please allow yourself ample time to complete your application and resolve any technical difficulties that may arise with your submission. We do not guarantee a response to application questions within 48 hours of the closing date. You may also visit our "Applicant Information" webpage to assist with technical difficulties at: <http://hr.fhda.edu/careers/a-applicant-instructions.html>

HIRING RANGE:\$71,934.90 - \$133,543.60 annually plus benefits; actual placement is based on applicant's verified education and experience.

For the complete Faculty Salary Schedule, go to:

https://hr.fhda.edu/_faculty-information.html

Excellent benefits package which includes medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long term disability, retirement benefits and basic life insurance. Other voluntary benefits are also available such as legal assistance, pet insurance, and long-term care. Faculty are also eligible for paid professional development leaves and stipends for educational and professional development.

For information on our benefits package that includes medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits/index.html>

TERMS OF EMPLOYMENT: Full-time, Tenure-track, 10-months per year

STARTING DATE:Fall 2024

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Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

The Foothill-De Anza Community College District does not reimburse applicants for travel, lodging or any other costs incurred by applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

Email: employment@fhda.edu

<http://hr.fhda.edu/>

This position will become Open Until Filled after the initial Closing Date. Any complete applications received while the position is Open Until Filled will be reviewed by the hiring committee only upon committee request.

To apply, visit <https://fhda.csod.com/ux/ats/careersite/4/home/requisition/1490?c=fhda>

Contact Information

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Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

Contact

Staff

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