

**LIBRARIAN, (Collection and E-Resources)**  
**San Jose/Evergreen Community College District**

Direct Link: <https://www.AcademicKeys.com/r?job=229381>

Downloaded On: May. 9, 2024 9:47am

Posted Jan. 23, 2024, set to expire May 22, 2024

**Job Title** LIBRARIAN, (Collection and E-Resources)  
**Department** Library  
**Institution** San Jose/Evergreen Community College District  
San Jose, California

**Date Posted** Jan. 23, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Library

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**Job Description**

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**LIBRARIAN, (Collection and E-Resources)**

**San Jose/Evergreen Community College District**

**Close/First Review Date:**02/18/2024

**Campus Location:** San Jose City College

**Position Description:**  
**POSITION SUMMARY**

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This faculty position is a full-time, 100% FTE (10 Months) Tenure Track position as Librarian (Collections & E-Resources) in the Division of Language Arts located at San Jose City College.

Assignment may include day and evening responsibilities.

This position is represented by the San Jose/Evergreen Federation of Teachers, AFT 6157.

**DUTIES AND RESPONSIBILITIES**

1. Use the Library Service Platform ExLibris's Alma to run Reports in Analytics to inform decision-making about acquisitions and collection development as well as annual reports.
2. Collaborate with the IT Department to ensure seamless integration of digital resources into the college's learning management systems and other platforms.
3. Oversee the collection management by managing the acquisition, cataloging and maintenance of the physical collection, and ensuring it remains relevant to the evolving needs of the college.
4. Collaborate with the Circulation staff for efficient shelving and retrieval systems for print materials.
5. Oversee the weeding and maintenance plans and activities for the physical library collection.
6. Curate and expand both digital and print collections and displays to align with the academic programs offered to the college and the cultural heritage months on campus.
7. Provide statistical data using the LSP (Alma) for library analysis, decision-making and survey reporting.
8. Collaborate in selecting and maintaining the library databases. Support other librarians with database and eBook integration and troubleshooting within the LSP (Alma/Primo) and other resources.
9. Provide reference, research and information services to students, faculty and staff.
10. Conduct orientation lectures and library instruction for college classes, communicating effectively and adapting methodologies for students with special needs and different learning styles.
11. Implement innovative hands-on learning teaching strategies and create effective supporting instructional materials, including print and online activities, tutorials, guides and handouts.

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12. Participate in the planning, evaluation and assessment of library services.
13. Review and select library and OER and ZTC materials.
14. Serve on college committees and participate in college activities including, but not limited to, program review, accreditation and other campus-wide endeavors.
15. Teach courses in assigned discipline by communicating subject matter clearly and effectively.
16. Adapt methodologies for students with special needs and different learning styles.
17. Demonstrate commitment to professional development, including but not limited to activities such as: participation in professional conferences, workshops, seminars, membership in professional organizations, research projects, publishing academic work, participation in statewide committees or organizations, etc.
18. Demonstrate sensitivity in working with students and staff of diverse racial, ethnic, academic and socio economic backgrounds, sexual orientation, and disabilities by showing respect for differences and the dignity of others.
19. Participate in faculty responsibilities such as: course and curriculum development and review, student learning outcomes and assessment, program review, committees, research and special projects as needed in the discipline/department or district.
20. Attend and participate in department, division and college meetings and keep posted office hours.
21. Meet record keeping obligations on time, e.g. grades, census, reports, rosters, textbook orders, and requisitions.
22. Maintain and provide current course syllabi as required by California Education Code and Board policy.
23. Foster a professional work and learning environment.
24. Perform other duties as required by the Collective Bargaining Agreement.

**Required Qualifications:**

**EDUCATION AND EXPERIENCE**

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Masters in Library Science, Library and Information  
Science

OR

\*The equivalent.

**Desired Qualifications:**

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1. Experience in managing an academic library collection including the development of a collection policy.
2. Knowledge of and experience teaching via Canvas or other Learning Management Systems.
3. Knowledge of emerging trends and technologies in library science and recommending acquisitions to enhance the library's resources.
4. Knowledge of collection development, principles, and practices, including knowledge of reviewing sources for printed and electronic materials.
5. Knowledge of the selection and adoption of OER and ZTC resources.
6. Demonstrated skills in current technologies for instruction, library work, and student support, including online and hybrid instruction.
7. Ability to work cooperatively and collaboratively with library staff, college faculty and administrators and demonstrate excellent customer service skills to communicate with and relate to students with a wide range of academic abilities, learning styles, and proficiencies in spoken English.
8. Ability to diagnose student information needs and help students develop problem solving and critical thinking skills.
9. Experience designing effective library curriculum and instructional methods and strategies that integrate cultural diversity into classes, workshops, presentations, exhibits, etc.
10. Experience in Academic library work in the STEM fields or other discipline, and demonstrated commitment to continuing professional development and growth.

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11. Experience in developing, assessing and analyzing Student Learning Outcomes, using surveys, focus groups and other assessment tools to improve instruction and library services.

12. Bilingual abilities, desirable.

**Districts Diversity Requirements**

- Demonstrated sensitivity, knowledge and understanding of the diverse academic, socioeconomic, gender identity, sexual orientation, cultural, disability, and ethnic background of groups historically underrepresented, and groups who may have experienced discrimination.
- Success integrating diversity as appropriate into the major duties outlined in the job description and in the duties listed in the Districts hiring policy; or demonstrated equivalent transferable skills to do so.

**Salary Range:**

\$89,273 to \$122,546 Entry Level Annual Salary (10 Month, Academic Salary Schedule 2023-2024); Maximum Salary Potential \$159,001. Note: Actual Salary placement is based on candidate's verified education and experience.

**Benefits:**

Excellent fringe benefit package includes a pension, medical, dental, vision, EAP (employee assistance plan) and life insurance for employee and eligible dependents, and income protection. Voluntary plans include supplemental life insurance, Flexible Spending Accounts, 403b and 457 Deferred Compensation Accounts. Faculty also receive paid sick leave.

**To be considered for this position please visit our web site and apply on line at the following link:** <https://sjeccd.peopleadmin.com/>

**About San Jose/Evergreen Community College District**

The District is represented by dedicated and talented employees who are passionate about providing our student population with the best educational experience possible. The District recognizes that cultural diversity in the academic environment promotes academic excellence; fosters cultural, racial and human understanding; provides positive roles models for all students, and creates an inclusive and supportive educational and work environment for its employees, students, and the community it serves.

As of fall 2017, with enrollment of approximately 18,500 per semester, and an extremely diverse student population (Hispanic/Latino 44%, Black/African-American 4%, Asian/Pacific Islander

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32%, American Indian/Native American 0.5%, White/Caucasian 11%) attaining educational goals reflecting 45% - AA Degree and Transfer to a 4-Year College/ University, the Districts emphasis on student success makes it a recognized educational leader in the State.

The District encourages a diverse pool of applicants to serve as colleagues to an existing diverse group of managers, supervisors and confidential staff consisting of 29 % Hispanic/Latino, 13% Asian/Pacific Islander, 7% Black/African American, 23% White/Caucasian, and as well as encouraging applications from all qualified, outstanding applicants.

**Contact Information**

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

**Contact**

Library

San Jose/Evergreen Community College District

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