

Library Technician (Part-Time)  
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=143748>

Downloaded On: Sep. 28, 2020 6:03pm

Posted Jul. 5, 2020, set to expire Oct. 30, 2020

<b>Job Title</b>	Library Technician (Part-Time)
<b>Department</b>	
<b>Institution</b>	Mt. San Antonio College Walnut, California
<b>Date Posted</b>	Jul. 5, 2020
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Part-Time/Temporary Staff
<b>Academic Field(s)</b>	Library
<b>Apply Online Here</b>	<a href="https://apptrkr.com/1945641">https://apptrkr.com/1945641</a>

**Apply By Email**

**Job Description**

Library Technician (Part-Time)

Position Number: 2013141019

Department: Library & Learning Resources

Job Category: Classified Unit A

Time (Percent Time): 47.5%

Term (months/year): 10 months/year

Current Work Schedule (days, hours): 19 hours Per Week to be Determined

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Salary Range: A-71

Salary: Step 1-6, \$1,878 - \$2,420 per month

Shift Differential: Shift differential eligibility based on the current collective bargaining agreement

Open Date: 08/16/2019

Initial Screening Date:

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled.

Applicants must submit all of the following materials online at [[url=http://hrjobs.mtsac.edu](http://hrjobs.mtsac.edu)] Mt. SAC Employment Website to be considered for this position:

1. A Mt. San Antonio College online application.
2. A cover letter describing how the applicant meets the required education and experience.
3. A detailed resume that summarizes educational preparation and professional experience for the position.
4. Two (2) letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation).
5. College and/or university transcripts showing the awarded/conferred degree (if applicable) are required and must be submitted with the online application by all applicants, including current or former employees of the college, to demonstrate that the required educational qualifications are met. Unofficial transcripts are acceptable at the time of application; however, copies of diplomas are not accepted in lieu of transcripts.

Health & Welfare:

Employees working less than fifty (50%) percent are not eligible for health and welfare benefits. The

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District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and MetLife Social Security Alternative Plan.

Note Salary and Health & Welfare Benefits are subject to change.

Basic Function/Overview:

### DEPARTMENT OVERVIEW

The Mt. San Antonio College Library supports student success through effective information literacy instruction, curricula relevant collections, and other support services that serves the needs of our diverse college community. This position will provide direct assistance to library users at the circulation desk on a daily basis. Assistance includes aiding with location of materials, shelving, checking out/in books and reserve items and answering general and services related questions. The Mt. SAC Library is a dynamic and rewarding place to work which strives to provide pleasant and outstanding service to our users.

### DEFINITION

Under general supervision, performs a variety of technical and clerical tasks related to library services; provides direct service and assistance to staff and students.

### SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Dean, Learning and Library Resources. Exercises no supervision of staff. May provide technical and functional direction and training to less experienced staff.

### CLASS CHARACTERISTICS

This is the journey-level within the Library Technician class series that is responsible for library duties involved in acquisition, circulation, maintenance, and distribution of library books and related materials. Incumbents provide customer service to library patrons including resolving routine to complex customer issues, interpreting library policies, and making necessary changes to patron accounts. Incumbents may assist patrons at public desks, such as the circulation desk and throughout the library. Incumbents this level receive only occasional instruction or assistance as new or unusual situations arise and are fully aware of the operating procedures and policies of the library. This class is distinguished from the Lead Library Technician in that the latter performs more advanced technical and

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specialized library support services duties requiring additional training and/or experience and provides technical and functional direction and training to less experienced staff.

### Essential Duties/Major Responsibilities:

1. Assists students and staff at the circulation desk and directs library patrons to appropriate locations and/or staff; responds to more complex complaints, inquiries, and requests for information; assists in interpreting and applying regulations, policies, procedures, systems, rules, and precedents in response to inquiries and complaints from patrons; answers calls, resolves questions and problem, or directs callers to appropriate District staff as necessary.
2. Receives and discharges library materials, registers library patrons, and makes changes to accounts as needed.
3. Performs copy cataloging to ensure accurate bibliographic records in an integrated library system.
4. Performs technical services in support of accurate records.
5. Identifies damaged materials; uses discretion in resolving fee and fine disputes; collects and records fees and fines.
6. Assesses damaged books, assists in mending books; discards damaged books, magazines and periodicals in accordance with library policies.
7. Searches shelves for overdue and lost items.
8. Prepares circulating materials for use.
9. Determines where books will be located in circulation areas.
10. Receives, logs, labels, and prepares magazines and newspapers for display and use by patrons; mounts changing displays in cases throughout the library.
11. Performs a wide variety of routine to complex clerical duties to support operations, including filing, preparing records and basic reports, developing signage and flyers, and ordering and maintaining office and other related supplies; types booklists.
12. Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
13. Assist patrons with operating library equipment, including online catalog system, microfilm reader and printer, magazine index, and the internet.
14. Maintains copier supplies.
15. Receives and sorts delivered or returned library materials and a variety of correspondence.
16. Train and provide work direction and guidance to student workers in the performance of routine library tasks.
17. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

### Other Duties:

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Performs other related duties as assigned.

### Knowledge Of:

1. Standard library practices and procedures including circulation.
2. Principles, practices, and techniques of effectively dealing with the public.
3. Terminology related to library classification and cataloging.
4. Alphabetic and numeric systems for classifying and organizing library materials.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
6. Record keeping principles and procedures.
7. Principles and practices of data collection and report preparation.
8. Arithmetic principles and cash handling.
9. Modern office practices and technology, including personal computer hardware and software applications related to the work.
10. English usage, spelling, vocabulary, grammar, and punctuation.
11. Techniques for providing a high level of customer service by effectively dealing with the public, students, and District staff, including individuals of various ages, disabilities, socio-economic and ethnic groups.

### Skills and Abilities:

1. Identify and implement effective course of action to complete assigned work.
2. Maintain accurate logs, records, and basic written records of work performed.
3. Follow department policies and procedures related to assigned duties.
4. Understand and follow oral and written instructions.
5. Operate modern office equipment including computer equipment and specialized library services software applications programs.
6. Organize own work, set priorities, and meet critical time deadlines.
7. Use English effectively to communicate in person, over the telephone, and in writing.
8. Understand scope of authority in making independent decisions.
9. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
10. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

### Minimum Qualifications/Education & Experience:

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Equivalent to the completion of the twelfth (12th) grade supplemented by college-level coursework in library science or related field, and two (2) years of library clerical or related experience. Associates degree from a regionally accredited college in Library Science is desired.

### Equivalencies:

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications is listed in the Minimum Qualifications section.

### Preferred Qualifications:

### License(s) & Other Requirements:

### Examination Requirements:

### Working Environment:

Incumbents work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Incumbents may interact with staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.

### Physical Demands:

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person and over the telephone. This classification primarily works indoors and requires frequent standing in and walking between work areas. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Incumbents in this classification frequently bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and shelve materials. Incumbents must possess the ability to lift, carry, push, and pull materials and objects weighing up to 35 pounds, and occasionally heavier weights with the use of proper equipment.

### Hazards:

### Conditions of Employment:

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Official offers of employment are made by Mt. San Antonio College Human Resources and are made contingent upon Board approval. It is also required that a final offer of employment will only be made after the candidate has successfully been live-scanned and clearance for employment is authorized by Human Resources. Costs for live-scan services shall be borne by the candidate.

Notice to all prospective employees The person holding this position is considered a mandated reporter under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in Administrative Procedure 3518, titled Child Abuse Reporting, as a condition of employment.

As required by the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, the Mt. San Antonio Community College Annual Security Report is available here:  
<http://www.mtsac.edu/safety/pdf/2014ASRFinal.pdf>

The person holding this position is considered a Responsible Employee under Title IX of the Educational Amendments Act of 1972 and is required to report to the Colleges Title IX Coordinator all relevant details reported to him or her about an incident of alleged sexual misconduct including sexual harassment, sexual assault, dating and domestic violence and stalking.

Typing Certificate Requirements:

Special Notes:

Please note: A confirmation number will be assigned when your application packet indicates the supplemental questions have been answered and a document has been attached to each required link. Assistance with the online application process is available through the Office of Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [\[url=employment@mtsac.edu\]employment@mtsac.edu](mailto:employment@mtsac.edu)

DO NOT include photographs or any demographic information (e.g. D.O.B, place of birth, etc.) on your application or supporting documents.

TRAVEL POLICY: Costs associated with travel in excess of 150 miles one way from residence for the purpose of an interview will be reimbursed up to \$500 maximum. Relocation costs will be borne by the successful candidate. Travel reimbursement claims (original receipts) must be submitted no later than 30 days following the interview date.

Foreign Transcripts:

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**Foreign Transcripts:** Transcripts issued outside the United States require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. This report must be attached with the application and submitted by the filing deadline.

### Inquiries/Contact:

Human Resources at 1100 N. Grand Avenue, Walnut, CA 91789-1399. Human Resources: (909) 274-4225. E-mail: [employment@mtsac.edu](mailto:employment@mtsac.edu).

### Selection Procedure:

A committee will evaluate applications, taking into account breadth and depth of relevant education, training, experience, skills, knowledge, and abilities. The screening committee reserves the right to limit the number of interviews granted. Meeting the minimum qualifications for a position does not assure the applicant of an interview.

Interviews may include a writing sample, committee presentation, and/or performance test. The start date will be following Board approval and receipt of live scan clearance.

### Special Instructions to Applicants:

To be guaranteed consideration, it is the applicants responsibility to ensure that all required materials are received before the initial screening date and time indicated on the job posting. Incomplete application packets will not be considered. All application materials will become College property, will not be returned, and will not be copied. Please visit our employment website at <http://hrjobs.mtsac.edu> Mt. SAC Employment Website to complete and submit your application for this position.

### Letters of Recommendation

Confidential letters of recommendation are not accepted for this position. All letters of recommendation must be uploaded to the application.

### EEO Policy:

The College is an equal opportunity employer. The policy of the College is to encourage applications from ethnic and racial minorities, women, persons with disabilities, and Vietnam-era veterans. No person shall be denied employment because of race, religious creed, color, national origin, ancestry,



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physical disability, mental disability, medical condition, marital status, sex (gender), age, sexual orientation, or the perception that a person has one or more of these characteristics.

Conflict of Interest:

Mt. San Antonio College employees and the Board of Trustees members shall not engage in any employment or activity that is inconsistent with, incompatible with, or in conflict with Mt. San Antonio Colleges Administrative Procedures (AP 2710 Conflict of Interest, AP 2712 Conflict of Interest Codes).

Cancel RTF Policy:

WE RESERVE THE RIGHT TO RE-OPEN, RE-ADVERTISE, DELAY OR CANCEL FILLING THIS POSITION.

THIS RECRUITMENT MAY BE USED TO FILL FUTURE VACANCIES.

To apply, visit [url=https://apptrkr.com/1945641]https://hrjobs.mtsac.edu/postings/7670

**Contact Information**

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

**Contact**

N/A

Mt. San Antonio College

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