

**Lead Library Technician
Mt. San Antonio College**

Direct Link: <https://www.AcademicKeys.com/r?job=169517>

Downloaded On: Jan. 21, 2022 7:29pm

Posted Oct. 14, 2021, set to expire Feb. 9, 2022

Job Title	Lead Library Technician
Department	
Institution	Mt. San Antonio College Walnut, California
Date Posted	Oct. 14, 2021
Application Deadline	Open until filled
Position Start Date	Available immediately
Job Categories	Classified Staff
Academic Field(s)	Library
Apply Online Here	https://apptrkr.com/2561665

Apply By Email

Job Description

Lead Library Technician

Position Number: CM-027-2021

Department: Library & Learning Resources Division Office

Job Category: Classified Unit A

Time (Percent Time): 100%

Term (months/year): 12 months/year

Current Work Schedule (days, hours): Monday - Thursday: 11:00am - 10:00pm

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Salary Range: A-79

Salary: Steps 1 - 6: \$4,465 - 5,699 Monthly

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

Open Date: 10/12/2021

Initial Screening Date: 01/04/2022

Open Until Filled: Yes

Application Procedure:

Complete application packets will be accepted until the position is filled; however, applications submitted by 11:59 p.m. (PT) on the listed Initial Screening Date are assured consideration.

Applicants must submit all of the following materials online, unless otherwise noted, at 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. If applicable, College and/or university transcripts showing the awarded/conferred degree 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.
5. Optional Three letters of recommendation that reflect relevant experience (do not use social media or professional networks as a means to provide letters of recommendation). Confidential letters of recommendation are not allowed for this position.

Health & Welfare:

The College contributes an annual premium up to the family coverage amount for Kaiser Permanente \$15 office visit medical, DeltaCare HMO dental, VSP vision and life insurance plans. Lifetime retirement benefits provided for eligible retirees.

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The District participates in the Public Employees Retirement System (PERS), State Teachers Retirement System (STRS) retirement programs, and National Benefit Services.

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

Basic Function/Overview:

DEFINITION:

Under general supervision, performs a variety of more complex paraprofessional library support services; provides direct service and assistance to staff and students; provides technical and functional direction to assigned Library Technicians.

SUPERVISION RECEIVED & EXERCISED:

Receives general supervision from the Dean, Learning and Library Resources. Exercises technical and functional direction and provides training to assigned staff.

CLASS CHARACTERISTICS:

This is the advanced journey-level classification within the Library Technician series that is responsible for circulation and customer service tasks, including resolving customer issues, interpreting library policies, and cash reconciliation. Incumbents may assist patrons at public desks, such as the circulation desk and throughout the library. Incumbents serve as lead for circulation activities for designated shifts and assists with scheduling and training less experienced staff in circulation procedures. This class is distinguished from the other levels in the class series in that it performs the most complex library support services requiring additional knowledge, skill, and training.

Essential Duties/Major Responsibilities:

1. Assist with overseeing, providing direction to, and scheduling other library staff to provide adequate coverage of the circulation duties; trains clerical staff and student workers in the completion of work assignments; assists in the recruitment and selection of student workers and staff, and provides recommendations for hiring.
2. Prepares daily and weekly schedule assignments for staff; provides input and documentation for performance evaluations to the Dean, Library and Learning Resources.
3. Assists students and staff at the circulation desk and directs library patrons to appropriate locations and/or staff; responds to the most complex complaints, inquiries, questions, and requests for information; interprets and applies 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.

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4. Identifies damaged materials; uses discretion in resolving fee and fine disputes; collects and records fees and fines; clears library holds on student accounts. .
5. Receives and discharges library materials, registers library patrons, and makes changes to accounts as needed.
6. Maintains accurate and detailed library records including copy cataloging, verifies accuracy of information, researches discrepancies, and records information.
7. Deletes discarded titles from automated database as appropriate.
8. Identify and suggest solutions to resolve problems in cataloging process; seek advice and direction as appropriate.
9. Assesses damaged books and resource materials; cleans, mends, covers, and repairs damaged books and other instructional materials; assists in the discarding of old books and materials according to established policies and procedures; deletes discarded titles from automated catalog as appropriate.
10. Searches shelves for overdue and lost items.
11. Prepares circulating materials for use.
12. Receives, logs, labels, and prepares materials for display and use by patrons; mounts changing displays in cases throughout the library.
13. Copy-catalogs and processes continuations. Receives and checks books against invoice to verify for accuracy. Checks for duplicates and verifies that all continuations follow succession.
14. Performs a wide variety of routine 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.
15. Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.
16. Assist patrons with operating library equipment including microfilm reader printer, copier, and scanner.
17. Maintains copier supplies.
18. Receives and sorts delivered or returned library materials and a variety of correspondence.
19. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

Other Duties:

Performs other related duties as assigned.

Knowledge Of:

1. Basic principles and practices of providing technical and functional direction and training to assigned staff.

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

Skills and Abilities:

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

Minimum Qualifications/Education & Experience:

Equivalent to an Associates degree from a regionally accredited college in library science or a related

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field, and three (3) years of technical support experience in a library environment or related setting, or two (2) years of experience equivalent to Librarian Technician.

Equivalencies:

Any combination of training and experience which 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: [\[url=https://www.mtsac.edu/safety/pdf/asr-final-2020.pdf\]](https://www.mtsac.edu/safety/pdf/asr-final-2020.pdf)Mt. SAC Annual Security Report.

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:

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

DO NOT include photographs or any personal 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 a \$500 maximum (per position recruitment). Relocation costs will be borne by the successful candidate. Travel reimbursement claims must be submitted no later than 30 days following the interview date.

THE MT. SAN ANTONIO COLLEGE DISTRICT WILL NOT SPONSOR ANY VISA APPLICATIONS.

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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. Accredited evaluation agencies can be found on the [\[url=https://www.naces.org/members\]](https://www.naces.org/members)National Association of Credential Evaluation Services Website.

Inquiries/Contact:

Human Resources

1100 N. Grand Avenue, Walnut, CA 91789-1399.

Phone: (909) 274-4225

E-mail: [\[url=employment@mtsac.edu\]](mailto:employment@mtsac.edu)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 [\[url=http://hrjobs.mtsac.edu\]](http://hrjobs.mtsac.edu)Mt. SAC Employment Website to complete and submit your application for this position.

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



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person shall be denied employment because of race, religious creed, color, national origin, ancestry, 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/2561665>]<https://hrjobs.mtsac.edu/postings/8722>

Contact Information

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

Contact

N/A

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