

**Lead Library Technician  
Cabrillo College**

Direct Link: <https://www.AcademicKeys.com/r?job=242461>

Downloaded On: Aug. 10, 2024 1:26pm

Posted Aug. 1, 2024, set to expire Aug. 19, 2024

**Job Title** Lead Library Technician  
**Department** Library Science  
**Institution** Cabrillo College  
Aptos, California

**Date Posted** Aug. 1, 2024

**Application Deadline** 08/19/2024

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Library  
Communications/Public Relations

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**Apply By Email**

**Job Description**

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**Lead Library Technician**

**Cabrillo College**

**Salary:** See Position Description

**Job Type:** Full-time (100%)

**Job Number:** 2024-01863

**Closing:**

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8/19/2024 11:59 PM Pacific

**Location:** Aptos, CA

**Department:** Library Science

### Employment Opportunity

We need **YOU!** Cabrillo College is looking for staff to provide quality programs and services for a diverse student population promoting ever-evolving needs as our students grow toward their individual aspirational goals. Cabrillo is an Hispanic Serving Institution (HSI) with a special focus on enhancing the Latinx student experience. Come join our team, valuing high-level and innovative instruction, support services, a welcoming environment, and helping to change the world one student at a time!

This **full-time, 11-months per year Lead Library Technician** position provides lead supervision and oversees and participates in the day-to-day functions of Library Public Services Circulation operations including hiring, training and supervising Circulation support student employees; interprets, explains and enforces library policies and procedures; works in a lead capacity for assigned classified library personnel; collaborates with library faculty and staff to develop and provide library public services to students, staff, faculty and community members; and perform related duties as assigned.

The **ideal** candidate will share Cabrillo's commitment to educating its racially and socioeconomically diverse student population. Cabrillo College serves approximately 11,400 students per term. In the Fall of 2021, 58% of Cabrillo students are members of minoritized populations, identifying themselves as LatinX (48%), Multi Ethnic (5%), Asian (2%), Black Non-Hispanic (1%), Filipino (1%), American Indian/Alaskan Native (<1%) and Pacific Islander (<1%). In 2006, Cabrillo College was designated a Hispanic-Serving Institution, reflecting the great responsibility that the College has to the educational attainment and economic well-being of the surrounding community.

As a classified staff member at Cabrillo College, you will join a vibrant community of professionals and educators working together to provide a positive educational environment where our students experience diverse academic and cultural perspectives.

### Examples of Duties

The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to this class.

- Provides input in selecting and training employees that support the library's Circulation

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operations; provides day-to-day lead work guidance and coordination to other Classified staff and student employees; assigns, schedules and monitors work for completeness, accuracy and conformance with District, department and regulatory requirements and standards; monitors workflow to ensure that deadlines are being met in an optimal manner; provides information, instruction and training on work procedures and the use of equipment and material; writes or updates student job descriptions; conducts safety training and ensures appropriate safe work practices are being observed; assists in ensuring a fair, open and inclusive work environment in accordance with the District's mission, goals and values.

- Plans, oversees and coordinates the library's day-to-day Circulation operation; establishes priorities, creates schedules and assigns shifts based on availability; verifies and processes timecards; oversees the ongoing maintenance of current library information, procedures, documentation and training materials on Library operations including fulfillment elements of Library system software, circulation procedures and processes, emergency preparedness and coordination with Library faculty.
- Coordinates the setup, opening and closing of the library for daily patron services and ensures that the Circulation desk is staffed on an ongoing basis, including evenings and weekends; trains staff on use of the alarm system.
- Assists in general circulation services including: retrieval of periodicals and handling the receipt of library fine payments, examining and assessing items for damages, and mending books and other materials; oversees student billing processes.
- Explains Circulation policies and procedures to students and faculty, administration, vendors and other libraries; responds to patron requests for information and materials, referring questions of a more technical or reference nature to professional staff; identifies and resolves problems such as patron complaints, lost materials, non-receipt of ordered library resources or breach of security situations; refers difficult or unusual problems to appropriate professional staff members.
- Anticipates development of new services responsive to changes in library resources, their formats or how resources are delivered, and assists in the planning and implementation of departmental procedures, policies and regulations.
- Coordinates and facilitates the interlibrary loan process; searches, matches and places inter-library loan borrowing requests for students, staff and faculty using the OCLC Worldshare system; processes and circulates borrowed materials; ensures adherence to copyright compliance guidelines for all inter-library loan requests; investigates and bills libraries for lost or missing loaned items following established procedures.
- Maintains records of circulation, intra-library loans, periodicals, database usage, student attendance and hours and long-overdue fines and holds; collects, verifies and compiles data from various sources for monthly and annual reports, accreditation and program reviews; conducts standard research and prepares ad-hoc reports as required.

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- Operates a variety of standard and library-specific office equipment, computer systems and software including OCLC Worldshare and the library's ILC system.
- Plans materials storage and stack space.

### **OTHER DUTIES**

- Coordinates the library's social media accounts and presence.
- Participates in a variety of special projects and services including library system migration projects.
- Demonstrates sensitivity to and understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation and ethnic backgrounds of community college students, faculty and staff.
- Performs related duties as assigned.

### **Minimum Qualifications**

#### **EDUCATION AND EXPERIENCE**

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

- Understanding of, and sensitivity to, the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation, of community college students, faculty and staff **AND**
- Two (2) years of college-level coursework, preferably in library science or library technology, **AND** three (3) years of public service experience in a library setting with at least one (1) year overseeing the work of others **OR**
- An equivalent combination of training and experience.

**PLEASE NOTE:** Experience in an academic library setting is desirable.

#### **KNOWLEDGE, SKILLS AND ABILITIES**

##### **Knowledge of:**

- Advanced terminology and practices applicable to performing paraprofessional work in an academic or public library.
- Principles of lead supervision and training.
- Practices and procedures used in a library's public services circulation operation.

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- Inter-library loan procedures.
- Public desk etiquette and methods of providing information.
- Practices and procedures of library collection management including acquisition of library and media materials.
- Computerized cataloging, bibliographical and circulation system data bases.
- Laws, rules and regulations relating to library records retention.
- Standard principles and practices of the Library of Congress classification system.
- Provisions of copyright laws.
- Inventory methods and practices applicable to a library.
- Operation and uses of library equipment, systems and support tools, including standard reference tools and materials.
- Basic methods and techniques for troubleshooting and resolving computer hardware and software problems.

### **Skills and Abilities to:**

- Interpret, apply and explain library rules, regulations, policies and procedures and apply them in a variety of procedural situations.
- Perform technical duties using OCLC, the library's ILC and other software to circulate library materials.
- Recruit, train and provide work guidance to other classified staff and student employees.
- Establish work priorities, schedules and timelines.
- Gather statistics, generate reports and monitor interlibrary loans.
- Perform updates to online databases to reflect overdue and delinquent library patrons.
- Assist students and others in the use of library materials and equipment.
- Maintain compliance with access to District data and information systems.
- Resolve conflicts and solve problems in a professional manner.
- Work collaboratively with members of the library and other departments to provide a variety of library public services.
- Communicate effectively, both orally and in writing.
- Understand and follow written and oral instructions.
- Operate a computer and use standard business software.
- Establish and maintain effective working relationships with all those encountered in the course of work.

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### Desirable:

- Bilingual in Spanish/English
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### Additional Information

**Starting Salary Range: \$4,923 to \$5,699 per month; plus 5% annual increases up to step 7, maximum initial salary step placement on the [classified salary schedule](#) is step 4.** Full-time (40 hours per week) assignment, **11 months per year**. Monday through Friday, 8:00 a.m. - 5:00 p.m. with evenings and weekends as required.

Classified employees are required to join the California Public Employees' Retirement System (CalPERS) and as such contribute up to 8% of their monthly salary to CalPERS on a pre-tax basis. Position scheduled to begin as soon as possible, pending continued categorical funding and Governing Board ratification. Salary is subject to proration based on beginning date of assignment.

**Benefits:** Our comprehensive benefits package includes medical, dental, life, short and long term, and vision (optional) insurance provided at a share of cost on a pretax basis, CalPERS Retirement and an Employee Assistance Program. Please see the [Benefits link](#) on the HR webpage for more information.

### Application Process:

1. Complete the application and answer supplemental questions; provide detailed information to aid in determining the minimum qualification requirements have been met
2. Attach resume
4. Attach unofficial Transcripts for college coursework completed, if applicable, **displaying any degrees conferred** (copies, photos, and downloads are acceptable). Foreign Transcripts must be evaluated for U.S. equivalency at the applicant's expense -[click here](#) for more information

**Please note:** All application materials must be received by 11:59 pm on the closing date indicated above.

### Attention Applicants



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Only completed applications with the above required documents will be reviewed by the committee. Application materials not required (including cover letters or letters of recommendation) for this position will not be reviewed. Remove personally identifiable information such as personal photos, social security number, birth date, age, and gender from your application materials. Expenses related to the recruitment process are the responsibility of the applicant. Cabrillo is unable to sponsor work visas. A position eligibility pool may be established in order to fill other full-time, part-time, or substitute assignments as needs arise.

**Questions? Concerns?** Please contact HR as Departments, Divisions, and Committee Members are unable to discuss active recruitments with potential candidates.

### **Selection Procedure**

A search committee will review and invite applicants for an interview. Meeting the posted requirements does not guarantee an interview. Finalists may be invited to return for a second interview. All notifications will be via email, and by accessing your [application profile](#).

### **Conditions of Employment**

Selected candidates given a conditional offer of employment are required to submit tuberculosis screening clearance results, official transcripts, proof of eligibility to work in the United States, and present their Social Security card upon hire (for payroll purposes).

### **EEO Statement**

Cabrillo College is an equal opportunity employer and actively seeks a diverse pool of qualified applicants. The policy of the College is to encourage applications from all persons. No person shall be denied employment because of ethnicity or race, color, sex or gender, gender identity, gender expression, age, religion, marital status, disability, sexual orientation, national origin, medical conditions, status or protected veteran status.

### **Accommodations**

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Human Resources at [cabrillohr@cabrillo.edu](mailto:cabrillohr@cabrillo.edu).



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To apply, please visit <https://www.schooljobs.com/careers/cabrilloedu/jobs/4585972/lead-library-technician>

**Contact Information**

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

**Contact**

Library Science  
Cabrillo College

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