

Library Technician
Rancho Santiago Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=243281>

Downloaded On: Aug. 31, 2024 10:20pm

Posted Aug. 19, 2024, set to expire Sep. 5, 2024

Job Title Library Technician
Department Academic Affairs
Institution Rancho Santiago Community College District
Santa Ana, California

Date Posted Aug. 19, 2024

Application Deadline 09/05/2024

Position Start Date Available immediately

Job Categories Professional Staff

Academic Field(s) Library

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Job Description

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Library Technician

Rancho Santiago Community College District

Salary Range: Grade 9: \$56,143.69 - \$71,773.50

Job Type: Full Time

Job Number: CL24-00999

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Location: Santa Ana, CA

Division: SAC Academic Affairs

Closing: 9/5/2024 5:00 PM Pacific

Job Description

CLASS SUMMARY

Under direction - performs a variety of complex clerical and sub-professional library work requiring specialized knowledge; performs related duties as required.

REPRESENTATIVE DUTIES

Supervises circulation desk, resolves problems encountered in producing or correcting sets of catalog cards and in filing them; participates in and directs a variety of clerical library duties; prepares and updates records on overdue books, fines, book reservations, lost books, and statistics of loaned books and magazines; interprets rules and answers student questions regarding the use of library facilities; trains and oversees student assistants; maintains over-due file follow up for payment; checks, verifies and maintains card-catalog entries; supervises periodic and regular inventories; accessions and processes new books and non-book material; maintains weekly and monthly statistics of materials added or withdrawn and compiles material for an annual report from such data; maintains procedures manual; keeps various accounting records; processes audio-visual materials, orders, receives, records, shelves and circulates all periodicals and microfilm materials; provides information on-site or over the phone.

ORGANIZATIONAL RELATIONSHIPS

This class reports to the librarian responsible for the functions assigned to this Technician. Part-time student helpers frequently are assigned to these Technicians for supervision.

KNOWLEDGE AND ABILITIES

Good Knowledge of: library and audio-visual circulation procedures, records, files and statistics; the technical aspects of classification of library materials; technical sources of information for library operations; office and clerical techniques; filing, record-keeping and record-checking methods; oral and written English, grammar, spelling, and vocabulary; library terminology and procedures. Knowledge of: English composition; basic arithmetic; office equipment; principles of supervision, scheduling and training for student workers. Ability to: schedule, supervise and train several student workers in circulation operations; assist patrons in utilizing library resources; checks records and work of others;

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maintain statistical-use records and prepare reports; classify library books and materials; demonstrate the use of reference sources; learn new library techniques; read and apply technical library materials; follow oral and written instructions and procedures. Skills: ability to type copy and figures accurately.

Job Qualifications

MINIMUM QUALIFICATIONS

Training and Experience

Graduation from high school or the equivalent; two years of responsible office clerical experience, at least one of which must be in a library; and 12 semester units in Library Science or Library Technology. Two years of Library work experience may be substituted for the 12 units.

ABOUT RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT

Rancho Santiago Community College District (RSCCD) is one of the most established districts in the state and has been in operation for nearly 50 years. Located in the heart of Orange County, it is one of the largest of California's 72 community college districts, based on the number of credit and non-credit students. RSCCD encompasses 25 percent of Orange County's total area and serves a population of more than 700,000 residents in the communities of Anaheim Hills, Orange, Santa Ana, Villa Park, and portions of Anaheim, Costa Mesa, Irvine, Fountain Valley, Garden Grove, Tustin, and Yorba Linda. The District includes Santiago Canyon College and Santa Ana College, as well as the Centennial and Orange Continuing Education Centers, the Digital Media Center, Joint Powers Fire Training Center, the Orange County Sheriff's Regional Training Academy, the College and Workforce Preparation Center, and the District Operations Center. RSCCD's three (3) auxiliary Foundations are actively involved in supporting both community and campus programs.

EEO STATEMENT

The Rancho Santiago Community College District (RSCCD) is committed to the concept and principles of staff diversity and equal employment opportunity by prohibiting discrimination based on ethnic group identification, national origin, religion, age, sex, race, color, ancestry, sexual orientation, physical or mental disability, gender identity, medical condition (cancer-related or genetic characteristics), marital status, citizenship, or service in the uniformed services, or on the basis of these perceived characteristics or based on association with a person or group with one or more of these actual or perceived characteristics. Applications from all persons interested in the position are encouraged.

SELECTION CRITERIA**Application Screening**In addition to the requirements and responsibilities listed, the following criteria will be considered in selecting candidates for interviews:

- Education experience (breadth and depth)
- Work experience (breadth and depth)
- Demonstrated ability to work cooperatively with others

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- Bilingual ability if applicable
- Demonstrated experience in working with diverse socio-economic communities
- Professional growth activities
- Specialized skills training
- Leadership skills
- Written and/or oral communication skills
- Presentation
- Problem Solving Skills

Based on the information presented in the application materials, a limited number of candidates with qualifications most pertinent to the position will be invited to participate in the selection process, which may include a written test and an oral interview. Meeting the position's minimum requirements does not guarantee advancement in the selection process. Candidate qualifications will be assessed to determine those who meet and exceed requirements and are deemed the most competitive in the applicant pool. **Interview** Applicants selected for an interview may be required to take additional tests or assessments and will be notified of such prior to the date of the interview. During the oral session, those selected for interviews will, in addition to the above, also be evaluated on the following factors:

- Oral communication skills
- Presentation
- Problem-solving skills

A predetermined set of questions will be asked of all applicants interviewed. Applicants are requested to provide thorough yet concise information on their related experience to ensure the correct evaluation of their qualifications. Evaluation criteria will be applied consistently to all applicants. The District will make reasonable accommodations for applicants with disabilities. Applicants should contact Recruitment in the Human Resources Office for assistance. **Application Procedures** To ensure full consideration, all applicants must submit a complete Rancho Santiago Community College District online application that includes the items listed below by the position's closing date. Recruitment will review all applications for completeness, and only complete application packets will be forwarded to the screening committee for further review.

A Complete Application Packet Must Include the Following:

1. RSCCD Online Application
2. Resume - details all relevant education, training, and other work experience

Conditions of Employment The selected candidate is required to complete the following before

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employment as part of the onboarding process:

1. Present original documents for proof of eligibility to work in the United States.
2. Provide a certificate of Tuberculosis Exam.
3. Fingerprints (by a Live Scan Agency at the candidate's expense, and clearance must be received before the first day of employment)

To apply, please visit <https://www.schooljobs.com/careers/rsccd/jobs/4621832/library-technician>

Contact Information

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

Contact

Academic Affairs
Rancho Santiago Community College District