

Library Assistant I (IVC-Substitute)  
South Orange County Community College District

Direct Link: <https://www.AcademicKeys.com/r?job=253649>

Downloaded On: Aug. 21, 2025 12:44pm

Posted Feb. 24, 2025, set to expire Jan. 28, 2026

**Job Title** Library Assistant I (IVC-Substitute)

**Department**

**Institution** South Orange County Community College District  
Mission Viejo, California

**Date Posted** Feb. 24, 2025

**Application Deadline** Open until filled

**Position Start Date** Available immediately

**Job Categories** Classified Staff

**Academic Field(s)** Library

**Job Website** <https://www.schooljobs.com/careers/socccd/jobs/4843761/library-assistant-i-ivc-substitute>

**Apply By Email**

**Job Description**

**Application Instructions:**

- Complete all sections and fields on the application and attach all required documents – incomplete applications may not be considered.
- Include all relevant education, training, and/or experience on the application.
- Do not include any personally identifiable, confidential, or otherwise unrequested information that does not pertain to job related factors (e.g., social security number, date of birth, pictures, etc.) on your application or attached documents.
- For job postings with a close date, all applications received by 11:59 PM (Pacific Time) on

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the job posting close date, will receive consideration.

- For job postings with an initial screening date, all applications received by 11:59 PM (Pacific Time) on the job posting initial screening date, will receive priority consideration; however, typically the job posting will remain open, and continue to accept applications, until the position is filled.
- For job postings requiring professional references, include at least three (3) professional references from the following categories:
  1. Current department chair(s) (for faculty) or supervisor(s);
  2. Previous department chair(s) (for faculty) or supervisor(s) (from within the past five (5) years);
  3. Master's thesis or Doctoral Dissertation advisor or supervisor (for faculty);
  4. Colleague(s) or co-worker(s) who can address professional competency and skills relevant to the position; and/or
  5. Other professional references.

Please note, professional references are typically contacted when a candidate is selected for, or as a finalist for, a position.

## Description

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class. Specifications are **not** intended to reflect all duties performed within the job.

### Summary Description

Under supervision from assigned library supervisory or management staff, performs clerical and routine technical duties in support of the various sections/functions of the library; assists in processing library materials; checks materials in and out of the library; and provides general assistance to library patrons.

May receive technical training and work direction from higher-level Library Assistants or Library

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Technicians.

### **Distinguishing Characteristics**

This is the entry-level class in the Library Assistant series providing clerical and routine technical duties in support of assigned program area in the library. This class is distinguished from the Library Assistant II by the performance of the more routine tasks and duties assigned to positions within the series including providing public assistance, checking materials in and out, assisting in processing library materials, and preparing and maintaining documentation and records. Positions at this level are not expected to function with the same amount of program knowledge or skill level as positions allocated to the Library Assistant II level and exercise less independent discretion and judgment in matters related to work procedures and methods. Work is usually supervised while in progress and fits an established structure or pattern. Exceptions or changes in procedures are explained in detail as they arise.

### **Representative Duties**

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Assist students, instructors, and other patrons at the circulation desk, Audio Visual/periodicals area, or other assigned library desk/area; check out books and other library materials; check in library materials and prepare/process materials for return to the circulating collection; renew material including by telephone; provide minor supplies to patrons; register new patrons; input accounts and issue library cards; notify patron of lost picture ID cards; notify patrons of filled book requests.
2. Provide support to the audio visual public services desk; assist students with audio visual equipment including televisions, VHS and DVD players, headphones, cassette and record players, and microfiche and microfilm readers; search database for video requests; inspect audio visual material and equipment; check tapes, films, and records for damage or distortion; make duplicate cassettes and collect fees; check out media course videos; retrieve and resshelf audio visual items.
3. Provide support to the periodicals area of the library; prepare and maintain lists and reports relating to the periodicals collection; prepare duplicating orders and forms for necessary copies; process new periodicals including to sort, enter issue information into computer, type and apply labels, stamp, insert anti-theft strips, and place on display racks and in

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stacks; maintain periodicals including to repair, reinforce, tape pages, and laminate covers; retrieve and reshelv periodicals; perform weeding of periodicals collection as required including to make changes of holdings recommendations, remove old issues, clean shelves, shift current holdings, re-label shelves, update holdings list.

4. Receive, process, and record overdue fines; count, balance, and record money received; search for/locate books turned in; place and release holds as required.
5. Research missing books per public/interdepartmental requests.
6. Provide public assistance/information; respond to in-person and telephone requests for library materials, services, and information; assist library patrons in routine information requests; answer directional questions.
7. Assist patrons with library equipment; provide instruction on the use of library computers; troubleshoot problems with copiers and provides cash refunds for problems with copiers, printers, and AV equipment.
8. Assist in general library maintenance functions; shelf books; evaluate and maintain orderliness of shelved materials including to read shelves, clean shelves, and shift books; pull and route materials in need of mending, binding, repairing, or discarding; assist with annual inventory of library materials.
9. Assist in preparing print and non-print materials for introduction into the library collection; physically process books including to stamp new books with property stamp, paste date due slips inside book, add security strip inside book, add protective covering, add barcode label, and type and add call number label to spine of book.
10. Perform general clerical work; type a variety of documents; answer phones; enter information into computer; maintain files and records; sort and distribute mail, correspondence, and other materials.
11. Assist with various projects and special assignments as assigned; assist in recording, tabulating, and compiling data and statistics for summary reports.
12. Perform library closing duties as assigned; play closing tape; secure money; turn off equipment; ensure all items are returned; clear building of patrons; turn off lights.
13. May assist and provide back-up support to other library staff and in other areas of the library; provide back-up support to the inter-library loan function; provide back-up support to the Library reserves function.
14. Perform related duties as required.

**QUALIFICATIONS**

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The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

**Knowledge of:**

Clerical and general office assistance and support duties applicable to a library.

Office procedures, methods, and equipment including computers and applicable software applications such as word processing, spreadsheets, and databases.

Principles, practices, and procedures of record keeping.

Basic principles of report preparation.

Principles and practices used to establish and maintain files and information retrieval systems.

Basic principles and techniques used in public relations including methods and techniques of proper receptionist and telephone etiquette.

Basic mathematical concepts.

English usage, grammar, spelling, punctuation, and vocabulary.

**Ability to:**

Learn and understand the organization and operation of the assigned library program area, services, and functions as necessary to assume assigned responsibilities.

Learn library terminology.

Learn, understand, interpret, and apply general administrative, office, and operating policies and procedures of the library.

Perform a variety of library support duties and activities of a general clerical and routine technical nature in support of the assigned library program area or function.

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Provide assistance and respond appropriately to requests and inquiries from students, staff, faculty, or the public; effectively present information in person or on the telephone.

Deal with irate patrons in a calm manner.

Type or enter data at a speed necessary for successful job performance.

Compile and organize data and information.

Maintain filing systems.

Operate office equipment including computers and supporting word processing, spreadsheet, and database applications.

Adapt to changing technologies and learn functionality of new equipment and systems.

Work under steady pressure with frequent interruptions and a high degree of public contact by phone or in person.

Understand and follow oral and written instruction.

Relate effectively with people of varied academic, cultural, and socio-economic backgrounds using tact, diplomacy, and courtesy.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

**Education and Experience Guidelines** - *Any combination of education and experience that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:*

**Education/Training:**

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Equivalent to the completion of the twelfth grade. Additional specialized coursework or on-the-job training in library science or library practices and procedures is desirable.

**Experience:**

One year of clerical or public contact experience. Experience in a library is desirable.

**Physical Demands and Working Environment**

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential job functions.

**Environment:** Work is performed in a library; subject to noise from office equipment operation; frequent interruptions and contact in person with students, staff, and others. At least minimal environmental controls are in place to assure health and comfort. Positions may be required to work some weekend and evening hours; may be required to adjust work schedule to meet library needs.

**Physical:** Primary functions require sufficient physical ability and mobility to work in a library; to stand or sit for prolonged periods of time; to frequently stoop, bend, kneel, crouch, reach, and twist; to lift, carry, push, and/or pull light to moderate amounts of weight; to operate library and office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard; and to verbally communicate to exchange information.

**Vision:** See in the normal visual range with or without correction.

**Hearing:** Hear in the normal audio range with or without correction.

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## Supplemental Information

Work Schedule: **TBD** – Schedule and shift vary and are subject to change in accordance with the department's needs.

Hours per Week: Up to **25**

### Employment Conditions and Information:

This is a short-term, temporary, hourly Non-Bargaining Unit (NBU) assignment, not to exceed 160 days and 960 hours per fiscal year (July 1<sup>st</sup> through June 30<sup>th</sup>). **Short-term, temporary NBU positions may only be used on an intermittent, seasonal, or project basis.** Education Code Section 88003 states "Short-term employee means any person who is employed to perform a service for the district, upon the completion of which, the service required or similar services will not be extended or needed on a continuing basis."

After successful completion of the onboarding requirements, an individual may be employed by the South Orange County Community College District (SOCCCD) as a short-term, temporary NBU employee. Employment will be on an "if and as needed" basis, as determined by the SOCCCD. The assignment may be shortened or extended at any time, due to departmental needs, with little to no notice. NBU employment is at-will, and either party may terminate this working relationship at any time. Neither party shall be required to provide any reason for the separation. NBU employees shall not have reemployment rights or recourse to petition to be reinstated.

NBU employees are limited to working in a single position for a single department and site

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(assignments are onsite only).

NBU employees are paid on a monthly basis. The payroll reporting period is from the 15<sup>th</sup> of the first month to the 14<sup>th</sup> of the second month. NBU employees are paid on the 10<sup>th</sup> of the third month.

**Example:** For the following reporting period: September 15<sup>th</sup> through October 14<sup>th</sup>, the NBU employee will be paid on November 10<sup>th</sup>.

NBU employees who work more than 1000 hours per fiscal year are required to contribute to the California Public Employees Retirement System (CalPERS), through payroll deduction. The SOCCCD does not intend to employ NBU employees for more than 960 hours during any fiscal year.

**Special COVID-19 Notice:**

Interviews may be held in-person (following all necessary precautions) or in a virtual format. Employees must reside in California while employed with the South Orange County Community College District (SOCCCD), even during offsite work.

The SOCCCD is committed to protecting the health and wellbeing of students, faculty, staff, managers, and the communities it serves. More information can be found on the SOCCCD website by visiting <https://www.socccd.edu/communications/covid-19-information>.

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**Notice to all Candidates for Employment:**

The Immigration Reform and Control Act of 1986, Public Law 99-603, requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. The SOCCCD will not sponsor any visa applications.

**California Public Employees Retirement System and California State Teachers Retirement System:**

A California Public Employees Retirement System (CalPERS) retiree may not accept employment until after the first 180 days of retirement. Anyone retired from CalPERS accepting permanent employment with the SOCCCD will be required to reinstate as an active CalPERS member. Please contact CalPERS for additional information regarding your retirement status.

Any active vested member of California State Teachers Retirement System (CalSTRS), who accepts employment with the SOCCCD to perform service that requires membership in CalPERS, is eligible to elect to continue retirement system coverage under CalSTRS

**Disability Accommodations:**

If you require special accommodations in the application and/or evaluation process, please notify Human Resources at least two (2) business days prior to the job posting close or initial screening date, by either calling (949) 582-4850 or sending an e-mail to [hrinfodesk@socccd.edu](mailto:hrinfodesk@socccd.edu).

**Attendance Requirement:**

All SOCCCD employees are required to report to work on a regular and consistent basis, as scheduled, to assigned job.

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**Campus Crime and Safety Awareness:**

Information regarding campus crime and safety awareness can be found at [www.ivc.edu](http://www.ivc.edu) or [www.saddleback.edu](http://www.saddleback.edu). Paper copies are available in the Human Resources office upon request.

**Non-Discrimination Notice:**

The SOCCCD provides access to its services, classes, and programs without regard to national origin, immigration status, religion, age, gender, gender identity, gender expression, race, ethnicity, color, medical condition, military and veteran status, genetic information, ancestry, sexual orientation, marital status, physical or mental disability, pregnancy, or because they are perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics.

**California Fair Chance Act:**

The SOCCCD will consider qualified applicants with a criminal history pursuant to the California Fair Chance Act. You do not need to disclose your criminal history or participate in a background check until a conditional job offer is made to you. After making a conditional offer and running a background check, if the SOCCCD is concerned about a conviction that is directly related to the job, you will be given the chance to explain the circumstances surrounding the conviction, provide mitigating evidence, or challenge the accuracy of the background report.

**Diversity, Equity, Inclusion and Equal Employment Opportunity:**

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The SOCCCD is committed to creating an academic and work environment that fosters diversity, equity, and inclusion (DEI) and equal employment opportunity (EEO) for all, and ensures that students, faculty, staff, and managers of all backgrounds feel welcome, included, supported, and safe. Our culture of belonging, openness, and inclusion, makes the SOCCCD a unique and special place for individuals of all backgrounds.

The SOCCCD is looking for equity and inclusion-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to the understanding of diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present within our community. When you join the SOCCCD, you can expect to be part of an exciting, thriving, equity-focused, and inclusive community that approaches higher education with the lens of social justice and collaboration among students, faculty, staff, managers, and community partners. In deciding whether to apply for a position at the SOCCCD, you are strongly encouraged to consider whether your values align with the SOCCCD's mission and goals for DEI and EEO.

**THE SOCCCD IS AN EQUAL OPPORTUNITY EMPLOYER**

**Contact Information**

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

**Contact**

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