

Library Technician, Cataloging
Mt. San Antonio College

Direct Link: <https://www.AcademicKeys.com/r?job=268690>

Downloaded On: Nov. 30, 2025 1:11pm

Posted Nov. 30, 2025, set to expire Jun. 30, 2026

Job Title Library Technician, Cataloging
Department Library
Institution Mt. San Antonio College
Walnut, California

Date Posted Nov. 30, 2025

Application Deadline Open until filled
Position Start Date Available immediately

Job Categories Classified Staff

Academic Field(s) Library

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Job Description

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Position Number: CM-291-2025

Division: \$ATSDiv

Department: Library

FTE: 100

Term (month/year): 12 Months/Year

Annual Salary Step Range: \$65,601.96 - \$83,726.28

Initial Screening Date:

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12/09/2025

Open Until Filled: Yes

Position Description

Position 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 and 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 a classification, within the Library Technician series, that is responsible for cataloging and collection maintenance 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. This class is distinguished from the other levels in the class series in that it performs complex library support services requiring specialized knowledge, skill, and training.

Examples of Essential Functions(Illustrative Only):

1. Make necessary Fund Code entries and Discount totals in the Manage Invoices tab in Acquisitions menu.
2. Perform quality control checks by checking for duplicate items, correct call numbers on labels provided by book vendors, and make changes as necessary to keep Library Catalog current and correct for better accessibility to students, faculty, and staff.
3. Work extensively in Online Computer Library Center (OCLC) to search, retrieve, download entries, and make corrections in order to bring bibliographic records into the Librarys Catalog and/or create course reserves and Local Holdings in the Reserve collection.
4. Delete Local Holdings, as appropriate, when Instructors remove material from the Reserves

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collection.

5. Delete discarded titles from library catalog, as appropriate.

6. Process, maintain and create holdings for standing orders, continuations, and law collections including updates, which may occur annually, semiannually, and quarterly.

7. Trains student workers in the completion of work assignments; assists in the recruitment and selection of student workers and provides recommendations for hiring.

8. Assists students and staff at the circulation desk and directs library patrons to appropriate locations; responds to 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 problems, or directs callers to appropriate staff as necessary.

9. Identifies damaged materials; uses discretion in resolving fee and fine disputes; collects and records fees and fines.

10. Receives and discharges library materials, registers library patrons, and makes changes to accounts as needed.

11. Maintains accurate and detailed library records including copy cataloging, verifies accuracy of information, researches discrepancies, and records information.

12. Identify and suggest solutions to resolve problems in cataloging processes; seek advice and direction as appropriate.

13. 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.

14. Searches shelves for overdue and lost items.

15. Prepares circulating materials for use.

16. Receives, logs, labels, and prepares materials for use by patrons.

17. 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.

18. 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.

19. Maintains accurate and detailed records, verifies accuracy of information, researches discrepancies, and records information.

20. Assist patrons with operating library equipment including microfilm reader printer, copier, and scanner.

21. Maintains copier supplies.

22. Receives and sorts delivered or returned library materials and a variety of correspondence.

23. Promotes an environment of belonging as it relates to diversity, equity, inclusion, social justice, anti-

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racism, and accessibility.

24. Provides quality customer service when interacting with the public, vendors, students, and College staff, including individuals from minoritized groups.

25. Supports and abides by federal, state, local policies, and Board Policies and Administrative Procedures.

26. Participates on committees, task forces, and special assignments, including, but not limited to Screening and Selection Committees and mandated trainings as required.

27. Prepares and delivers oral presentations related to assigned areas as required.

28. Learns and applies emerging technologies and, as necessary, to perform duties in an efficient, organized, and timely manner.

29. Performs other related duties as assigned.

Qualifications

Knowledge of:

1. Principles and practices of supporting a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Basic principles and practices of providing technical and functional direction to assigned staff.
3. Standard library practices and procedures including circulation and copy cataloging.
4. Principles, practices, and techniques of effectively dealing with the public.
5. Extensive knowledge of library classifications, cataloging, and bibliographic terminology.
6. Alphabetic and numeric systems for classifying and organizing library materials.
7. Applicable federal, state, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility.
8. Record keeping principles and procedures.
9. Principles and practices of data collection and report preparation.
10. Arithmetic principles and cash handling.
11. Modern office practices and technology, including personal computer hardware and software applications related to the work.
12. English usage, spelling, vocabulary, grammar, and punctuation.
13. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, students, and staff, including individuals of various ages, disabilities, various socio-economic and ethnic groups.

Skills and Abilities:

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1. Advocate for and communicate the Colleges vision and commitment to creating a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
2. Participate in addressing gaps in diversity, equity, inclusion, social justice, anti-racism, and accessibility in the recruitment and retention of staff.
3. Participate in providing resources and support towards the goal of a diverse, equitable, inclusive, socially just, anti-racist, and accessible academic and work environment.
4. Work extensively in OCLC to search, retrieve, download entries, and make corrections in order to bring bibliographic records into the Librarys Catalog.
5. Inspect the work of assigned staff and maintain established quality control standards.
6. Train assigned staff in proper and safe work procedures.
7. Exercise judgment to implement effective courses of action to complete assigned work.
8. Maintain accurate logs, records, and basic written records of work performed.
9. Follow department policies and procedures related to assigned duties.
10. Understand and follow oral and written instructions.
11. Operate modern office equipment including computer equipment and specialized library services software applications programs.
12. Organize own work, set priorities, and meet critical time deadlines.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Understand scope of authority in making independent decisions.
15. Review situations accurately and determine appropriate course of action using judgment according to established policies and procedures.
16. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Education and Experience:

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 would be:

1. Equivalent to an Associates degree from a regionally accredited college in library science or a related field; and
2. Three (3) years of technical support experience in a library environment; or
 - a. two (2) years of experience equivalent to Librarian Technician.

Desirable Qualifications:

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1. Experience working with policies and procedures relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI); OR
2. Experience with participation in programs relating to diversity, equity, inclusion, social justice, anti-racism, and accessibility preferably in a minority serving institution such as Hispanic Serving Institution (HSI) and Asian American and Native American Pacific Islander-Serving Institution (AANAPISI).

Licenses and Certificates:

None.

To apply, visit <https://hrjobs.mtsac.edu/postings/13908>

Our Mission: The mission of Mt. San Antonio College is to support all students in achieving their educational goals in an environment of academic excellence. Specifically, the College is committed to providing quality education, services, and workforce training so that students become productive members of a diverse, sustainable, global society. The College pledges to prepare students for lifelong learning through the mastery of basic skills, the achievement of associate degrees and certificates, and the completion of career and transfer pathways. The College will carry out this commitment by providing an engaging and supportive teaching and learning environment for students of diverse origins, experiences, needs, abilities, and goals. The College is dedicated to serving our community through improving economic achievement, advancing civic engagement, enhancing personal well-being, promoting critical thinking, and enriching aesthetic and cultural experiences.

Our Vision: Mt. San Antonio College strives to be regarded as one of the premier community colleges in the nation. We will be viewed as a leader in community college teaching, programs, and services. As a premier community college, we will provide access to quality educational programs and services, focusing on student success within a climate of integrity and respect. We will earn this reputation by consistently exceeding the expectations of our students, our staff, and our community.

Mt. San Antonio College Mission and Goals

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.

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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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