LIBRARY TECHNICIAN, PART-TIME
(LANGUAGES, LEARNING SUPPORT & RESOURCES)
FILING DEADLINE: February 16, 2015 by 4pm

Position Description  Under general supervision of the Dean of Learning Support & Resources, perform a variety of duties related to one of more of the following library functions and services: Acquisition, circulation, media and technical services including copy cataloging, serials control, lending and receiving library materials, maintenance and updating of patrons’ accounts database, maintenance of the library collection.

REPRESENTATIVE DUTIES • Set up area for daily activities, activate computer workstations for appropriate operation; organize and plan and monitor activities in assigned area.
• Process student library delinquencies, clear and update student accounts; reconcile fines and charges, process and sign employees’ clearance from the library; balance cash drawer.
• Assist in implementing and maintaining applicable modules of the Library Automated System such as Circulation/Reserve, Serials Control, and Cataloging Modules.
• Receive lend, retrieve, check in and shelve library materials and maintain shelves; explain and implement library policies and procedures to students, faculty, staff and other library users.
• Perform technical services work related to acquisition, copy cataloging using OCLC and other appropriate systems, reserve processing, and physical processing of library materials; assist in updating and maintaining appropriate records in the library on-line database.
• Process interlibrary loan requests from Hartnell users and from other libraries using e-mail, OCLC and other systems as appropriate; compile interlibrary loan statistics and prepare reports for various agencies as needed.
• Order, receive and process serials; route titles, claim and follow-up subscription problems and perform other tasks related to serials control and maintenance of database.
• Assist in the training and direction of student assistants.
• Provide basic library information and direction to patrons and refer patrons to other staff/departments as appropriate.
• Compile and prepare statistical reports; prepare manual of procedure.
• Participate in the inventory and deletion of library materials.
• Explain and implement library policies and procedures to students, faculty and staff.
• Operate computers to perform a wide variety of library duties; assist patrons in the use of microform equipment, copy machines, computer terminals, printers, and other library equipment.
• Perform basic maintenance on microform reader/printer, typewriter and copy machines; restock paper in copy machines.
• Perform a variety of clerical support duties for library operations; answer telephones, open and route incoming mail and deliver mail, type labels and notices, file materials.
• Open and close library facilities; assure safe and secure library at closing time.
• Assist in the update and production of the College Library Magazine List and other lists as needed.
• Perform related duties as assigned.

➢ Ability to: Learn and use basic OCLC functions and processes or similar bibliographic utilities. Learn and use a library integrated automated on-line system. Learn and use the Library of Congress Classification Filing System. Perform technical work related to the processing of library materials in various formats. Assist students, faculty and staff with library services. Organize and maintain a variety of records. Perform basic mending and repair of library materials. Understand and follow oral and written instructions. Establish and maintain cooperative and effective working relationships with others. Operate a computer and other library equipment. Communicate effectively both orally and in writing.

MINIMUM QUALIFICATIONS ➢ Any combination equivalent to: graduation from high school supplemented by college-level course work in library science or a related field AND two years of library experience.

CONDITIONS OF EMPLOYMENT
Regular, part-time, 20 hours/week, 10 month per year classified position. Fall/Spring schedule: Tuesday thru Saturday 10:00am-2:00pm, Summer schedule: Monday thru Friday 10:00am-2:00pm. Non-work days will be projected and planned by supervisor each academic year. Range 20 on the CSEA salary schedule: $18.08/hr to $21.99/hr (5 Steps); Vacation and sick leave are accrued on a pro-rated basis. Must become a member of the Public Employees’ Retirement System (PERS) and the California School Employees Association (CSEA).

APPLICATION PROCEDURE
The following items must be received by the final filing date in order to be considered in the initial screening:
1) A completed Hartnell College classified application.
2) A resume and cover letter.
3) Copies of college/university transcripts.

All materials submitted in the application packet are for this position only and become the property of the District. The materials will not be returned or considered for any other openings.

SUBMIT APPLICATION MATERIALS TO:
Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu

Applications available on our website at: http://www.hartnell.edu/employment-hartnell
Equal Opportunity Employer