LIBRARY ASSISTANT I
JOB #FCC746
$2,857- $3,456 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: July 31, 2007
CLOSING DATE: August 29, 2007
POSITION LOCATION: Fullerton College - Library/Learning Resource Center
SCHEDULED SHIFT: 7:30 a.m. to 4:00 p.m., Monday through Friday
(Schedule and shift are subject to change in accordance with department needs)
STARTING DATE: October 1, 2007

TYPICAL DUTIES:
This position is responsible for performing professional library duties in one or more of the following areas: acquisition, cataloging, circulation, distribution and utilization of library resources; and providing assistance to students, faculty, and other patrons regarding library resources. Assist and provide technical information to faculty, staff and students and other patrons regarding online catalog, location, selection, and utilization of books, periodicals and other library materials. Charge, discharge, reserve, and renew books and other materials; collect and account for fines, overdue charges and other monies. Process library cards for faculty, staff, and students to ensure all patrons have access to library materials. Process and catalog new library acquisitions in accordance with established standards and procedures; resolve and conduct bibliographic searches. Process and maintain library materials and is responsible for monitoring shelving and shelf reading in an assigned area of the library; assist in maintaining the library in a quiet and orderly condition. Assist in daily operations procedures such as unlocking and locking entrances, handling cash receipts, and book drop clearing. Participate in the planning and development of library policies, programs and procedures as requested. Prepare and maintain a variety of detailed statistical records, reports and correspondence and continuously update the library database for assigned area of responsibility. Perform general clerical duties related to the maintenance and efficiency of the library; process various forms, letters and correspondence; answer telephones and direct calls as appropriate; provide routine information. Train and provide work direction and guidance to others as directed. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Perform related duties as assigned.

QUALIFICATIONS:
Knowledge of: Library policies, procedures, and practices; Library of Congress classification system; on-line bibliographic databases; cataloging rules and standards; correct English usage, grammar, spelling, punctuation and vocabulary; various computer software applications; modern office practices, procedures and equipment.
Ability to: Perform complex and technical paraprofessional duties in a community college library; read, interpret, apply and explain rules, regulations, policies and procedures; work and interact with the public; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; plan organize and prioritize work; meet schedules and time lines; understand and follow oral and written directions; communicate effective, both orally and in writing; establish and maintain effective working relationships with others.

Over
EDUCATION AND EXPERIENCE:
High School Diploma or equivalent supplemented by related college coursework. Sufficient training and experience to demonstrate the knowledge skills and abilities listed below.

DESIRABLE QUALIFICATIONS:
Experience working with spreadsheets and databases.

WORKING RELATIONSHIPS:
The Library Assistant I maintains frequent contact with students, faculty, and other patrons of the library.

WORKING CONDITIONS:
College library environment; subject to standing, lifting (up to 25 lbs., unassisted), bending, stooping and pushing; repetitive use of upper extremities including hand coordination activities.

APPLICATION PROCEDURE:

• **DISTRICT CLASSIFIED APPLICATION REQUIRED** *(All sections must be completed)*

Applications may be downloaded at www.nocccd.edu, or requested from the Human Resources office by e-mailing hr@nocccd.edu or calling (714) 808-4810. Reference **Job #FCC746, Library Assistant I**, in all correspondence. You may include cover letters, resumes, letters of reference, etc., as attachments to your completed application. The District will not return or make photocopies of application materials. It is the applicant’s responsibility to make photocopies for personal records and ensure that the application packet is complete when submitted. **Applicants must submit a new application packet for each position. Application packets previously submitted will not be pulled for resubmission.**

**THE DISTRICT DOES NOT ACCEPT APPLICATIONS OR ATTACHMENTS BY E-MAIL OR FAX.**

Mail or deliver your application packet in person to:

North Orange County Community College District  
Human Resources, 9th Floor  
1830 West Romneya Drive  
Anaheim, CA 92801-1819

**APPLICATION DEADLINE:**
Completed applications must be received in the Human Resources office on or before **August 29, 2007, 5:00 p.m.** (Postmarks will not be honored.) Application materials received after the deadline date will not be considered.

The Hiring Committee will review the applications and select a limited number of candidates for an interview. This process may take several weeks after the closing deadline. At the time of the interview, a written exercise related to the position may be required. Subsequent to the interviews, the Hiring Committee will determine those candidates for final consideration. A second interview may be required of candidates selected as finalists. **Possession of the minimum qualifications does not ensure an interview. Reasonable accommodations for applicants with disabilities may be requested by calling (714) 808-4821 at least three (3) business days in advance of the scheduled examination/interview date.**

**Initial salary placement will be determined by the Office of Human Resources in accordance with Board Policy and is not negotiable.** All employees driving personal, leased, or district owned vehicles for District related activities must certify possession of a valid California Drivers License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act.

**THE NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT IS AN EQUAL OPPORTUNITY EMPLOYER.**

The North Orange County Community College District, in compliance with all applicable Federal and State laws, does not discriminate on the basis of race, color, national origin, ancestry, marital status, age, religion, disability, sex, or sexual orientation in any of its policies, procedures, or practices. The District is also committed to maintaining campuses that are free of harassment, drugs, and alcohol. A copy of the District’s full policy on non-discrimination, sexual harassment, sexual assault, treatment and counseling, and maintenance of a drug-free environment is available in the District’s Human Resources office.