LIBRARY ASSISTANT I
JOB #FCC746/FCC943
(2 Positions)
$3,452 - $4,175 per Month
(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: December 23, 2014
CLOSING DATE: January 20, 2015
POSITION LOCATION: Fullerton College – Library
SCHEDULED SHIFT: 7:00 a.m. to 4:00 p.m., Monday through Friday AND 12:15 p.m. to 9:15 p.m., Monday through Thursday, 7:30 a.m. - 4:30 p.m. Friday
STARTING DATE: As soon as possible

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:
Education and Experience: High School Diploma or equivalent AND Minimum one (1) year technical and clerical library experience.

Knowledge of: Library policies, procedures, and practices; Library of Congress classification system; on-line bibliographic databases; cataloging codes 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.
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), standing, bending, stooping and pushing; repetitive use of upper extremities including hand coordination activities.

DESIRABLE QUALIFICATIONS
College-level course work in library science/technology; experience working in a public or academic library; experience using Banner or another similar comprehensive management system.

APPLICATION PROCEDURE:

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<th>Applicants MUST submit the following items:</th>
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<tr>
<td>1) District Classified Application:</td>
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<td>Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. Failure to complete these sections will result in exclusion from the applicant pool. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these forms will result in exclusion from the applicant pool.</td>
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<td>2) Cover letter and resume addressing job qualifications and responsibilities:</td>
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<td>Cover letter (expected length: 1-2 pages) and resume should provide overview of previous experience, educational background, and qualifications in consideration of the duties, responsibilities and qualifications contained in the job announcement. Must be submitted with application. Applications submitted without a cover letter and resume will be deemed incomplete and will not be considered.</td>
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<td>3) Supplemental Form:</td>
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<tr>
<td>Must be submitted with application. Applications submitted without a copy of the Supplemental Form will be deemed incomplete and will not be considered.</td>
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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/FCC943, Library Assistant I, in all correspondence. You may include cover letters, resumes, and 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:

APPLICATION DEADLINE
Completed applications must be received in the Human Resources office on or before January 20, 2015, 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 Driver’s License. Employees must certify that personal vehicles are covered by automobile insurance as required by California law. (Board Policy 6010, Section 4.0) In some locations, may require special licenses or certifications. The applicant selected for the position will be required to provide identification and employment eligibility as outlined in the Immigration Reform and Control Act. NOCCCD will not sponsor any visa applications.

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. Veterans status and people with disabilities are encouraged to apply. 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 online at www.nocccd.edu