LIBRARY ASSISTANT II
Technical Services
JOB # CCC880
$3,352 - $4,063 per month
(The District pays employee’s portion of PERS retirement contribution)

DATE POSTED: July 13, 2011
100% Position, 12 MONTHS PER YEAR

CLOSING DATE: August 1, 2011

POSITION LOCATION: Cypress College – Library/Technical Services

SCHEDULED SHIFT: 8:00 a.m. – 5:00 p.m.; Monday through Friday
(Schedule and shift are subject to change in accordance with department needs.)

STARTING DATE: As soon as possible.

TYPICAL DUTIES
This position is responsible for performing technical professional library duties in one or more of the following areas: acquisition, on-line search, cataloging, circulation, distribution and utilization of library resources; and providing specialized assistance to students, faculty, and other patrons regarding library resources. Provide technical assistance and instruction to students, faculty and other library patrons in the use of the on-line public access catalog, references and general library collections at Circulation, Reference and Public Service Desks; conduct bibliographic searches and recommend other sources of information as appropriate. Perform daily operations procedures such as unlocking and locking entrances, collecting fees and balancing cash register; charge and discharge library materials. Assist and perform a variety of functions related to the acquisition of materials, receiving of all books and periodicals, circulation of materials, and cataloging and referencing (including inter-library loans). Assist in the processing of library materials; evaluate and maintain orderliness of shelved materials; pull and route materials in need of mending, binding, repairing or discarding; clean and repair materials as required. Troubleshoot and assure proper maintenance of library materials and equipment. Assist with the review of on-line public access catalog entries to assure quality control; investigate conflicts and errors to achieve conformance with on-line Library of Congress authority files and other established library reference authorities and assist in maintaining and verifying the accuracy and integrity of library databases. Develop and maintain specialized on-line procedures manuals; document and report problem areas and draft procedure statements to recommend appropriate changes. Plan, develop and maintain the college archive collections and reserve collection; organize bibliographic files utilizing appropriate archival preservation techniques; maintain repair and update various library materials. Train and provide work direction and guidance to others as directed. Prepare and maintain various reports and records including inventory, library budget, statistical information, vendor files, shelf lists, etc. Perform a variety of public relations duties including representing the library on professional and community groups, conducting library tours and arranging exhibits, and publicity releases. 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, supplemented by a minimum of fifteen (15) semester units of college level course work AND minimum two (2) years technical and clerical library experience.

Ability to: Perform complex and technical paraprofessional duties in a community college library; develop and maintain the college archive and oral history collections; organize and monitor the workflow in an assigned area of the library; work and interact with the public; work independently and with little direction; review situations accurately and adopt an effective course of action; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc; plan, organize and prioritize work; meet schedules and time lines; conduct research using a variety of computerized research tools; train and direct the work of others; understand and follow oral and written directions; establish and maintain effective working relationships with others.
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; record-keeping techniques; modern office practices, procedures and equipment.

DESIRABLE QUALIFICATIONS
Knowledge and experience in Library Technical Services with an emphasis on copy-cataloguing and audio-visual, book, and periodical processing.

WORKING RELATIONSHIPS
The Library Assistant II maintains frequent contact with various District departments, vendors, students, faculty, and other patrons of the library.

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

APPLICATION PROCEDURE
Applicants MUST submit the following items:

1) District Classified Application (All sections must be completed.)
   → Applicants must answer all questions in the “General Information” section of the application on page 3 and must sign the application on page 4. All mandatory supplemental forms must be completed and returned with the application. Failure to complete these sections will result in exclusion from the applicant pool.

2) List of completed college course work or unofficial transcripts.
   → May be a list compiled by applicant or unofficial transcripts; must be submitted with application. Applications submitted without a list of college course work or transcripts attached will be deemed incomplete and will not be considered.

Note: The incumbent will be required to submit official college transcripts at the time of hire.

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 #CCC880, Library Assistant II-Technical Services, 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:

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 1, 2011, 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. 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. 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 on-line at www.nocccd.edu.