LIBRARY SERVICES COORDINATOR
JOB #CCC858
$4,063 - $4,927 per Month

(The District pays employee's portion of PERS retirement contribution)

DATE POSTED: March 30, 2011
CLOSING DATE: April 18, 2011
POSITION LOCATION: Cypress College – Library
SCHEDULED SHIFT: 7:00 a.m., to 3:30 p.m., Monday through Friday
(Schedule and shift are subject to change accordance with department needs).
STARTING DATE: July 5, 2011

TYPICAL DUTIES

This position is responsible for performing a wide variety of comprehensive, complex, and specialized administrative duties in support of a college library and managing library functions to assure efficient operations. Perform advanced library administrative duties independently at the direction of the head of a college library; manage daily activities to assure efficient operations; provide information to departments, personnel, students and the public on the phone and in person; answer questions and resolve problems requiring specialized and extensive knowledge of library services. Train and provide work direction and guidance to paraprofessional library employees and student assistants as directed; prepare and maintain work schedules and assign projects to staff; provide input regarding staff performance and evaluations. Oversee the daily operation of the circulation department; assist in formulating library policies and procedures; resolve patron disputes; maintain circulation module of the library information system; assist in troubleshooting hardware and software problems. Assist in the compilation and preparation of budgets; maintain department expenditures and budgets; approve expenditures within established guidelines; calculate and submit time sheets; respond to inquiries regarding financial issues. Prepare and maintain a variety of complex records and reports; input and retrieve computerized data as required; assist with special projects as assigned. Compose and prepare correspondence independently; develop and revise schedules and forms; compile and prepare complex and difficult statistical and narrative reports from a variety of sources; greet visitors and direct to appropriate personnel; initiate and answer telephone calls. Order supplies and equipment, and prepare purchase requisitions; track orders to assure delivery and payment; process facilities maintenance requests. Learn and apply emerging technologies and advances as necessary to perform duties in an efficient, organized, and timely manner. Train and provide work direction and guidance to others as directed. Perform related duties as assigned.

QUALIFICATIONS

Education and Experience: Associate Degree or higher in Library Science/Technology, or equivalent library training certification AND Minimum five (5) years of increasingly responsible library experience; prior experience working in a college or university library preferred.

Knowledge of: Library policies, procedures, and practices; Library of Congress classification system; on-line bibliographic databases; cataloging rules and standards; District organization, operations, policies and objectives; applicable sections of State Education Code and other applicable laws; organization, policies and rules; modern office practices, procedures and equipment; record-keeping techniques; basic bookkeeping procedures; correct English usage, grammar, spelling, punctuation, vocabulary; and various computer software applications.
LIBRARY SERVICES COORDINATOR - Continued

Ability to: Perform complex and technical paraprofessional duties in a community college library; interpret, apply and explain rules, regulations, policies and procedures; make arithmetic calculations quickly and accurately; operate a variety of office equipment such as calculator, computer, copier, typewriter, etc.; analyze situations accurately and adopt an effective course of action; organize and prioritize work; work independently with little direction; complete work efficiently with many interruptions; work confidentially with discretion; meet schedules and time lines; understand and follow oral and written directions; communicate effectively, both orally and in writing; understand scope of authority in making independent decisions; train and provide work direction to others; review situations accurately and determine appropriate action according to established guidelines; establish and maintain effective working relationships with others.

WORKING RELATIONSHIPS

The Library Services Coordinator maintains frequent contact with various District departments and personnel, faculty, students and the public.

WORKING CONDITIONS

College library environment; subject to constant interruptions and frequent interaction with others; sitting or standing for long periods at a time (up to 2-3 hours); 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) Unofficial/official transcripts of Associate Degree or higher in Library Science/Technology, or equivalent library training certification.

   Must be submitted with application. Applications submitted without unofficial/official 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 #CCC858, Library Services Coordinator, 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 April 18, 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. 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, 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.