

ANNOUNCEMENT OF EMPLOYMENT OPPORTUNITY

De Anza College

Senior Library Technician, Evening Open Media Lab

Job #07-122

Open Until Filled

The Foothill-De Anza Community College District is currently accepting applications for **Senior Library Technician, Evening Open Media Lab, De Anza College.**

DUTIES AND RESPONSIBILITIES OF THE POSITION INCLUDE:

Under limited direction from the Dean of Library Services, oversee the evening operation of the Open Media Lab. Work with faculty and staff to develop and maintain non-print reserve collections. Develop and compose informational materials. Determine liability for late, lost or damaged materials, and resolve billing problems. Assist students, faculty, staff, and community members in locating and borrowing materials. Ensure the learning environment is kept in a safe, clean, and orderly condition. Collaborate in the design, modification, and enforcement of Open Media Lab policies and procedures. Select and provide direction to student employees. Generate reports using SIRSI, the Library's automated system. Order, receive, and store supplies. Participate in division projects and committees. Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

1. Understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.
2. Any combination equivalent to an Associate's degree.
3. Four years of service in a library environment.

In addition, successful candidates will demonstrate the following:

1. Knowledge of library/media terminology.
2. Knowledge of standard library/media practices.
3. Knowledge of practices and techniques in an automated library environment.
4. Knowledge of general types and uses of library print and non-print materials.
5. Knowledge of library systems and services.
6. Knowledge of Library of Congress classification system.
7. Knowledge of automated bibliographic records.
8. Ability to use computer hardware and software programs including Microsoft Office, File Maker Pro, Page Maker or equivalent.
9. Ability to use a high degree of initiative, originality, and judgment, with attention to detail and accuracy, in applying principles and procedures to complex and unusual situations.
10. Ability to work independently.
11. Ability to communicate effectively both orally and in writing.
12. Ability to use interpersonal skills with tact, patience and courtesy.

APPLICATION MATERIALS:

1. A District application to be completed at www.fhdajobs.net (a paper application is available by visiting www.fhda.edu or by contacting Employment Services).
2. Resume of all work experience, formal education and training.
3. Cover letter addressing your qualifications for the position of Senior Library Technician.
4. A separate document that provides information which demonstrates your understanding of, sensitivity to, and respect for the diverse academic, socio-economic, ethnic, religious, and cultural backgrounds, disability, and sexual orientation of community college students, faculty and staff.

Incomplete application packets will not be forwarded to the search committee for review.

Application materials become the property of the District and will not be returned.

CONDITIONS OF EMPLOYMENT

Salary: \$3,664.76 per month plus benefits; Swing-shift plus differential, level N-44

Position: Full-time, Permanent, 12 months per year

Schedule: Monday –Thursday 12:30 am-9:30 pm
Friday 12:30 pm-4:30 pm

Starting date: As soon as possible upon completion of the search process.

Excellent benefits package which includes full cost medical coverage for employee and eligible dependents, dental, vision care, employee assistance program, long-term disability, retirement benefits and basic life insurance.

For information on our benefits package that includes fully paid medical for employees and dependents, visit our web site: <http://hr.fhda.edu/benefits>

Persons with disabilities who require reasonable accommodation to complete the employment process must notify Employment Services no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

-OVER-

All interviewing costs incurred by applicant are the responsibility of the applicant.

For more information about our application process contact:

Employment Services

Foothill-De Anza Community College District

12345 El Monte Road

Los Altos Hills, California 94022

(650) 949-6217

Email: employment@fhda.edu

<http://www.fhda.edu>