

---

# YUBA COMMUNITY COLLEGE DISTRICT

*Human Resources Development and Personnel Services*

*Building 100A, Room 21*

*2088 North Beale Road, Marysville, CA 95901*

*TTY: (hearing impaired): (530) 634-7760*

*Visit our Web Site at: [www.yccd.edu](http://www.yccd.edu)*

---

## CLASSIFIED RECRUITMENT

**POSITION:** LIBRARY/MEDIA SPECIALIST

**DEPARTMENT:** LIBRARY

**FINAL FILING DATE:** FRIDAY, MARCH 6, 2009 BY 12:00 NOON. (POSTMARKS ARE NOT ACCEPTED)

**LOCATION:** \*SCHEDULED TO BE ASSIGNED TO: YUBA COLLEGE

**SALARY:** \$2845.22 – \$3122.09/MO. (CSEA Salary Schedule, initial placement will not be higher than the above listed salary, the top step for this position is \$3945.65/MO.)

**COMMENCING:** As Soon As Possible

---

**BASIC FUNCTION:** Under the direction of the Vice President, perform a variety of technical work related to the processing, circulation, research and other activities in support of the Main Campus library; provide assistance to students and staff for library circulation materials or in a media services center; receive and process requests for media equipment and materials according to established procedures; receive and process requests for interlibrary loans; provide support to the District Distance Learning and media programs.

### REPRESENTATIVE DUTIES:

- Maintain a variety of statistical and financial records and reports regarding assigned area. (E)
- Issue library cards to patrons and maintain filing system on each card holder; check materials in and out; prepare and distribute overdue notices; collect money for fines and damaged library/media materials. (E)
- Receive and process print and non-print materials for District-wide library services; type catalog cards; classify print and non-print materials according to established procedures. (E)
- Assist students and staff at media circulation desk; check in and out files, videos, records, cassettes, equipment and other materials; assist students in the proper operation of media equipment and computers as necessary. (E)
- Assure the timely acquisition and circulation of materials according to requests. (E)
- Maintain library/media materials in proper locations. (E)
- Process requests for equipment and materials according to approved procedures. (E)
- Process and assure the accuracy of the District periodicals collection; circulate periodicals to faculty. (E)
- Process and distribute inter-library loan materials according to established procedures; conduct searches by reference or bibliographic methods; verify and distribute materials. (E)
- Catalog, re-catalog and classify audio-visual equipment, books and other materials for District libraries as assigned; prepare quarterly acquisition book list for assigned campuses; type cross-reference cards for materials. (E)
- Assist in maintaining the inventory of library/media materials and equipment. (E)
- Operate a variety of library/media equipment including computer terminal and related database applications; assist library patrons with the use of microfilm reader and printers; stock paper in copiers as necessary. (E)
- Discharge obsolete or out-dated library materials according to established procedures; edit Library of Congress catalog cards in accordance with District classification system; update and maintain catalog and shelf lists. (E)
- Maintain a variety of records and files related to circulation activities and media services, including inter-library loans, user tracking, monies collected from fines and others. (E)
- Provide a variety of technical information and assistance to students and staff on the telephone and in person related to the location and selection of library and media materials, library policies and procedures. (E)
- Select, train, schedule and provide work direction to student assistants as assigned; verify and monitor hours worked and submit to appropriate personnel. (E)
- Record, edit and duplicate video tapes and instructional materials as assigned or as requested; schedule instructional programming as requested.
- Provide assistance to students and staff in the use and care of equipment as assigned.
- Repair and maintain audio-visual software as assigned.
- Order books and other library materials as requested according to approved procedures; receive, process and disburse shipments of materials in accordance with approved procedures.
- Represent the library on assigned committees; attend workshops as assigned.
- Perform related duties as assigned.

### KNOWLEDGE OF:

- Basic reference sources and supplies.
- Modern office practices, procedures and equipment.
- Record-keeping techniques.
- Correct English usage, grammar, spelling, punctuation and vocabulary.
- District organization, operations, policies and objectives.
- Oral and written communication skills.
- Principles, practices, procedures and terminology of print and non-print media.
- Standard procedures for processing library/media materials.
- Familiarity with the operation and use of a wide variety of library/media equipment.
- Library terminology, practices and procedures.

### ABILITY TO:

- Perform a variety of technical work related to the processing, circulation, research and other activities in support of the Main Campus library.
- Perform responsible library/media clerical work under general supervision.
- Learn and use library classification and cataloging techniques.
- Operate equipment available in the Library and Media Center, including calculator, audio-visual equipment and computer terminal.
- Maintain card catalog files.

- Make arithmetic computations with speed and accuracy.
- Understand and follow oral and written instructions.
- Type at 45 words net per minute from clear copy.
- Work independently with little direction.
- Establish and maintain cooperative and effective working relationships with others.
- Meet schedules and time lines.
- Plan and supervise work.
- Train and provide work direction to others.
- Maintain records and prepare reports.
- Communicate effectively both orally and in writing.

**EDUCATION AND EXPERIENCE:** Any combination equivalent to: associate's degree in library science and two years library/media experience, including experience in the ordering, receipt, processing and circulation of library/media materials.

**ENVIRONMENT:**

- Library and office environment.
- Constant interruptions.

**PHYSICAL ABILITIES:**

- Bending at the waist, kneeling or crouching.
- Lifting light objects.
- Dexterity of hands and fingers to operate computer terminals and standard office equipment.
- Standing for extended periods of time.
- Hearing and speaking to exchange information on the telephone or in person.
- Carrying, pushing or pulling.
- Reaching overhead, above the shoulders and horizontally.

**REQUIRED DUTIES:**

- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability and ethnic backgrounds of community college students.

---

\* This position is anticipated to be assigned to Yuba College but may be assigned temporarily or permanently within the District.

IF YOU NEED REASONABLE ACCOMMODATION TO APPLY FOR THIS POSITION, please contact the Personnel Office at (530) 741-6975 OR TTY (530) 634-7760. Leave your name, mailing address, and a daytime telephone number and application materials will be mailed to you.

**WORKING CONDITIONS:** Categorically funded positions are contingent upon funding. Smoking is restricted in many areas of the Yuba Community College District. Woodland Community College is a tobacco free campus.

**INTERVIEW:** A candidate selected for interview will be required to visit Yuba College at his/her own expense upon a date selected by the District. Meeting the minimum qualifications does not guarantee an interview.

**FOREIGN TRANSCRIPTS:** Must include a U.S. evaluation and translation. Please contact the Office of Human Resources for a list of agencies providing this service.

**PRE-EMPLOYMENT REQUIREMENTS:** All Academic, Classified and Management employees shall be required to provide fingerprints to the District for the purpose of obtaining a criminal history as authorized by the California Education Code and all fees are the responsibility of the selected candidates.

**EQUAL EMPLOYMENT:** Yuba Community College District is an Equal Employment Opportunity Employer and guarantees equal opportunity regardless of race, color, creed, national origin, ancestry, gender, marital status, disability, religious or political affiliation, age or sexual orientation and does not discriminate in its educational programs, in employment nor in any other of its activities.

**PART-TIME (less than .60 FTE):** Part-time positions less than .60 FTE are not entitled to any District paid fringe benefits. The District does however; provide the employee prorated leaves including vacation, sick leave and paid holidays. Employees less than .50 FTE contribute to an Alternative Retirement System (Apple). Employees whose FTE is between .50 and .60 contribute to the California Public Employees Retirement System (CalPERS).

**BENEFITS/SALARY:** The District offers a comprehensive benefits package for employees and dependents for positions whose FTE is .60 or higher, valued at over \$13,000 annually with currently no out of pocket expenses to employees or dependents for monthly premiums. The package includes health, dental, vision, one (1) life insurance policy and an Employee Assistance program. Additional benefits include contributions to the Public Employee's Retirement System (PERS) which is integrated with Social Security, 457/403b options, Vacation days - 7.33 hrs per month for the first year, 96 hrs per year, 1-5, 12 sick days and 20 holidays. **INITIAL PLACEMENT WILL NOT BE HIGHER THAN THE LISTED SALARY, STEP 3 OF THE CSEA SALARY SCHEDULE, ACCORDING TO THE CLASSIFIED POLICY AND PROCEDURES HANDBOOK.**

**APPLICATION PROCEDURE & DEADLINE:** A District Classified application and the Diversity Statement are required. The application is available at the Human Resources Office, 2088 North Beale Road, Building 100A, Room 21, Marysville, CA 95901. Or you may call our TTY line at (530) 634-7760 OR visit our Web Site at [www.yccd.edu](http://www.yccd.edu) It is the sole responsibility of the applicant to ensure that all application materials are received by the final filing date in the Human Resources Office by **FRIDAY, MARCH 6, 2009 BY 12:00 NOON.**

All submitted materials become District property, will not be returned, will not be copied and will be considered for this opening only. Faxed, emailed, incomplete and/or late applications will not be forwarded for further consideration.

NON PROFIT ORGANIZATION  
U S POSTAGE  
PAID  
MARYSVILLE, CA 95901  
PERMIT NO. 242

