Job Announcement

LIBRARY/LEARNING CENTER TECHNICIAN
Application Deadline: Friday, March 11, 2016 By: 4:30pm

Thank you for your interest in employment at Palo Verde Community College District. The following is important information concerning the employment process.

APPLICATION PROCESS

Our employment application form is designed to assist the search committee in evaluating whether or not you possess the required knowledge and skills for the position for which you are applying. Job related information from all applicants will be evaluated to identify those best qualified. Only the best-qualified applicants will be selected for testing and further evaluation. Therefore, the application must be completed to allow a comprehensive review and evaluation. Failure to complete the application (and supplemental material, when required) will constitute failure to comply with the selection process and the application will be rejected.

1. To guarantee consideration, a completed application and any other required material listed on the “Job Announcement”, must be received in the human resources office by the published closing date.
2. Applications are only accepted for positions currently open for recruitment.
3. Current employees who are applying for a position should be aware that material from their personnel files will not be included as part of the application packet, and they should, therefore, provide information on past and present employment in the same degree of detail as any other candidate.
4. Applicants wishing to apply for more than one position must submit a separate application and required materials for each position. Legible photocopies of applications will be accepted only with an original signature and date.
5. Complete all areas of the application. Do not write “See Resume”.
6. Please read the job announcement/description carefully to insure your background meets the requirements of the position.
7. It is the applicant’s responsibility to notify human resources of a change of address.
8. Applicants should not expect official notification until the selection of the candidate has been completed and board approved.
9. Please type or print (in ink) all information.
10. The district reserves the rights to close, re-advertise, extend the recruitment period, or cancel filling a position at any time.
11. Meeting minimum requirements does not guarantee you an interview.

The fillable application can be found on the PVC web site at www.paloverde.edu.

All application materials must be typed and include the following:

1. Cover Letter
2. Palo Verde College Classified Application – Typed
3. Resume
4. Proof of Education Level – Copy of all levels of transcripts (if hired, official transcripts will be required)

Submit application materials to:
Mrs. Cecilia Garcia, Chief Human Resources Officer
At humanresources@paloverde.edu
Palo Verde Community College District
One College Drive
Blythe CA 92225
760-951-5478

Pursuant to Title IX of the Education Amendments of 1972, Title VII of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and amendments and other laws, orders, and regulations governing discrimination, Palo Verde College is an equal opportunity employer and does not discriminate on the basis of race, color, national and ethnic origin, handicap, sexual orientation, sex, or age.
PALO VERDE COMMUNITY COLLEGE DISTRICT
LIBRARY/LEARNING CENTER TECHNICIAN
(19 hours/week)

NATURE OF THE POSITION

Under the direction of the Librarian, the Library Technician assists the Librarian in the daily operations of the library, including administering and proctoring tests and assisting with services related to tutoring.

DUTIES AND RESPONSIBILITIES

1. Perform library related paraprofessional duties including circulation, cataloging, reference, technical and media services and the ordering, receiving, processing, distribution, shelving and removal of library materials.
2. Check-in testing clients and administer and proctor assessment, correspondence and other exams.
3. Assist with tutoring services.
4. Prepare and maintain a variety of records, orders, reports, notices, signs and files using common software programs.
5. Update and maintain computerized catalog system.
6. Operate and maintain a variety of library and media equipment and assist patrons in using library resources including computers, printers and copiers.
7. Help train and provide work direction to student workers.
8. Process requests for services, materials and equipment according to approved procedures.
9. Perform clerical and secretarial duties, including responsibility for determining supplies, and processing purchase and travel requests.
10. Participate in the periodic inventory process.
11. Explain and enforce policies and procedures to students, testing clients and other patrons in a testing environment.
12. Supervise library and give tours in the absence of librarian.
13. Perform other duties as assigned.

REQUIRED QUALIFICATIONS

1. High School diploma
2. Type 40 net words per minute.
3. Ability to work closely with students and the public.
4. Two years experience reasonably related to the position.
5. Strong technical, organizational and communication skills.
6. Computer knowledge and proficiency with computer applications.
7. Ability to pass the college clerical skills testing procedure.
PREFERRED QUALIFICATIONS

1. Associate’s degree
2. Ability to speak Spanish

PHYSICAL DEMANDS AND WORK ENVIRONMENT

The ability to work effectively in a library environment.
Working for extended periods on computers and with electronic equipment.
Physical ability including bending and lifting and shelving books and other library materials on both low and high shelves.

CLASSIFICATION/SALARY

Classification 5 of the Part-Time Hourly Classified Schedule.
Permanent Part-Time, 19 hours per week, 12 month position. May include evening and weekend duty.