**El Camino College**    EL CAMINO COMMUNITY COLLEGE DISTRICT

**Job Title:   Lib Media Technician III - Acquisitions**

**CLASS TITLE**: LIBRARY MEDIA TECHNICIAN III - 83.33% POSITION

Position Type:   Classified Staff  
Location:   ECC Campus  LEARNING RESOURCES CENTER – **ACQUISITIONS**

Posting Close Date:   02/13/2012

**Job Description:    
BASIC FUNCTION**Under the direction of a supervisor or Director, perform a variety of specialized technical duties including online book ordering; receive all book shipments; utilize and input data into the Millennium ILS; communicate with external vendors regarding shipping and invoice problems; prepare materials for cataloging; provide for the care of materials and equipment via inventories, maintenance and repair; prepare and maintain statistical records regarding library operations and use including expenditure information utilizing the computer as a working tool; participate in training opportunities. This position will primarily be assigned to the Technical Processing department, but may assist in various areas of Learning Resources.

**DESIRABLE QUALIFICATIONS:**

* AA or Certificate in Library Technology
* Acquisitions experience and knowledge of current library procedures and practices
* Ability to handle pressures of deadlines, frequent interruptions and situations requiring alertness and stamina

**DISTINGUISHING CHARACTERISTICS:**

* The Library Media Technician III classification is assigned a broader, more complex technical duties which requires a comprehensive understanding of library media principles, practice and procedures.
* The Library Media Technician II classification performs a variety of technical duties, which requires a comprehensive understanding of library media principles, practices and procedures.
* Incumbents in the Library Media Technician I classification are at an entry level position. This position assists in routine library-related tasks under close supervision in different locations in the Learning Resources unit.
* The Library Media Technician IV classification coordinates, plans and implements specialized programs in the Learning Resources unit, including planning, maintaining an effective workflow, training, and resolving operational problems.
* The Library Media Technician V classification performs at the technical specialist level. This position performs complex, skilled technical work requiring a comprehensive understanding of library media principles, practice and procedures.

**REPRESENTATIVE DUTIES:**

* Train and provide work direction to assigned personnel.
* Assist with maintenance, arrangement, cataloging, and inventory of materials collections and equipment as required; prepares new materials for shelving.
* Perform in-house mending and binding as needed.
* Assist with the organization and operation of circulation and inventory activities and projects.
* Assist with data entry both on mainframe computers and personal computers.
* Intervene and resolve problems related to specific Learning Resources area assigned.
* Research and summarize data required by funding agencies.
* Operate office equipment, including personal computers and terminals, copiers, and audio-visual equipment.
* Review Learning Resources reports and printouts as assigned to assure the accuracy and completeness of information, detect, trace and correct errors.
* Provide information and tours of departments.
* Perform related duties as assigned.

**Job Qualifications:**

**EDUCATION AND EXPERIENCE**:

* Any combination equivalent to: Two years college coursework level and three years of library related experience.

**KNOWLEDGE OF:**

* Established library/media principles and practices, such as cataloging, acquisitions and serials.
* Modern office practices, procedures and equipment.
* Principles of providing training and work direction.
* Methods and practices of thorough financial and statistical record-keeping techniques.
* Basic math and correct English usage, grammar, spelling, punctuation and vocabulary.
* Specialized technical or paraprofessional understanding of established Library Media practices, procedures and techniques
* Basic methods and practices of record keeping and bookkeeping;
* Operation and maintenance of a wide variety of audio visual equipment;
* Skill and understanding of established Media practices.

**ABILITY TO:**

* Communicate effectively both orally and in writing.
* Analyze situations and adopt effective course of action.
* Work independently with little direction
* Meet schedules and deadlines
* Maintain confidentiality of division records as required.

**WORKING CONDITIONS:**

* Library setting.
* Extensive computer work.
* Long periods of standing and sitting.
* Lift and carry up to 25 lbs.
* Move from one work area to another as needed.

**STARTING MONTHLY SALARY**:  $3,067. Employees contribute 7% of their earnings toward the Public Employees Retirement System (PERS). Employees are eligible for advancement to step B-E at 6, 18, 30 and 42 months.

**CONDITIONS OF EMPLOYMENT**:   
This position is designated as 83.33%, twelve month, classified position and is contingent upon available funding. Excellent fringe benefits include eight 32-hour workweeks during the summer. Working hours will be 8:45 a.m. until 4:45 p.m. Monday through Thursday, and Friday 8:45 a.m. until 1:05 p.m. Employment is contingent upon satisfactory employment verification, fingerprint check, and tuberculosis examination. The selected candidate must provide identification and work authorization. Physical standards for this position are available for review in Human Resources.

**TO APPLY**: An online CSS Classified application from <https://elcamino.igreentree.com> must be submitted by February 13, 2012. Applicants with disabilities requiring special accommodations must contact Human Resources at least five (5) working days prior to the final filing date.  THE COLLEGE WILL BE CLOSED ON FEBRUARY 10, 2012

CLOSING DATE: FEBRUARY 13, 2012

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