



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

YOUR COMMUNITY YOUR COLLEGE YOUR SUCCESS

Application Deadline: August 21, 2020; 5:00 p.m.

LIBRARY SPECIALIST

12 months/year; 40 hours/week

Full Benefit Package: Health, Dental, Vision, Prescription, Life Insurance; fully paid by the District Retirement Plan with CalPERS

BASIC FUNCTION:

Under direction of the Head Librarian, provides customer service to library patrons and other members of the college community; provides technical, public and circulation services including maintaining the library collection database; ordering/processing all library books, media, supplies, materials and equipment; organizing student-oriented programming and displays; and assisting with library budget development and maintenance.

REPRESENTATIVE DUTIES:

Working with the relevant college programs, organizes and maintains the Lending Library. Communicates with the Center staff to provide circulation services at those locations. Supervises the circulation desk, including any temporary or student workers.

Remains current on Library automation system; Maintains the database system for the library print, media and equipment collection utilizing OCLC standards and procedures and other related bibliographic software.

Catalogs new acquisitions; creates bibliographic and holding records; resolves discrepancies; compiles data regarding use; recommends items to be removed from collection; updates database.

Plans and coordinates the annual automated inventory of the Library collection; resolves related problems.

Researches requests for interlibrary loans, determines appropriate lending sources and processes requests; receives and returns materials.

Assists the Head Librarian with organization of library displays and programs for students, faculty and staff.

Assists the Head Librarian with budget development; monitors all library accounts, including media and special funds; provides budget recordkeeping and prepares related reports.

Prepares purchase orders for library supplies, books, materials, and equipment; tracks and reconciles receipt of orders; resolves discrepancies with vendors; approves and submits invoices for payment; notifies faculty, staff, and students of orders received.



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Explains library policies and procedures; resolves complaints; assists students as needed with accessing library databases and basic computer and technology use.

May accept money for fines and damaged books; post to student computer system; check books in and out; maintain physical condition of Library; assist with security of library system.

Trains and provides work direction to assigned short term non-continuing (STNC) and student workers.

Performs related duties as assigned.

QUALIFICATIONS:

ABILITY TO:

Provide capable, friendly customer service

Make decisions requiring independent judgment regarding acquisitions, circulation, and cataloging

Perform specialized library duties related to cataloging and circulation

Operate a variety of computerized library systems and equipment

Communicate effectively verbally and in writing

Read, interpret, apply and explain library policies, procedures, rules, and regulations

Maintain records and prepare reports

Establish and maintain cooperative and effective working relationships with others

Work independently with little direction

Analyze situations and adopt an effective course of action

Understand and follow oral and written directions

Complete work with interruptions and distractions

Operate a variety of office machines and equipment including a computer, copier, and other specialized library equipment

KNOWLEDGE OF:

Library procedures, practices, and terminology

Library of Congress classification system and subject headings

Basic reference sources

Data entry and retrieval techniques

Circulation or cataloging routines and procedures

Budget recordkeeping

Modern office practices, procedures, and equipment

Verbal and written communication skills

Correct English usage, grammar, spelling, punctuation, vocabulary, and basic arithmetic

Interpersonal skills using tact, patience, and courtesy

EDUCATION:

AS/AA Degree Preferred



MENDOCINO-LAKE COMMUNITY COLLEGE DISTRICT

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WORKING CONDITIONS:

Library environment; subject to interruptions and distractions

Physical demands include sitting, standing, reaching, bending, walking, and occasional light lifting (up to 15 lbs)

ASSIGNMENT/SALARY/BENEFITS: The monthly salary range is \$3,854 - \$4,820 over five years. Twelve days of vacation leave and sick leave are earned each year. Vacation leave increases with the length of service. Family medical, dental, and vision benefits and employee life insurance are provided. There are 19 paid holidays annually.

APPLICATION PROCEDURE: By August 21, 2020; 5:00 p.m., submit the following materials, as a package, to Human Resources, Mendocino College, 1000 Hensley Creek Road, Ukiah, CA 95482. These materials may also be scanned and submitted electronically via email to Human Resources at HRrecruiting@mendocino.edu or faxed to 707-467-1023.

- Completed Mendocino College Non-Academic Application and Voluntary Applicant Survey: <https://www.mendocino.edu/college/employment/employment-application-forms>
- A letter of interest that succinctly addresses how your experience and professional qualifications prepare you for this position, also include how your background demonstrates a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students and employees. (1-2 pages)
- Resume
- Contact Information for 3 professional references (no letters please)

Incomplete application packets will not be forwarded to the selection committee.

Interviews are by invitation only.

The college does not reimburse applicants for related travel expenses.

THE COLLEGE: Established in 1973, Mendocino College, a Hispanic Serving Institution, is a vibrant and inclusive academic community, rich in culture, creativity, diversity, and technology. A fully accredited two-year community college, the District serves more than 5,000 students across four locations in the greater parts of Lake and Mendocino Counties. Complete with a friendly small-campus academic setting and a respectfully collaborative work environment, Mendocino College prepares students for a future of innovation and success.

The beautifully landscaped main campus is located in Ukiah, California. With views of oak-covered hills, sprawling vineyards, and distant mountains, the 127-acre campus is equipped with a state-of-the-art Library/Learning Center, high-tech Nursing Facility, and Student Center. The college operates two fully



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equipped centers in Willits and Lakeport, conveniently providing our valued students with quality instruction, academic support and administrative services in neighboring communities. In 2016, Mendocino College expanded its services to the coast, acquiring an established college center in the city of Fort Bragg.

With a comprehensive curriculum and engaging instruction, Mendocino College provides a wide variety of degree, certificate, transfer, occupational, and basic skills programs. Mendocino College students learn in a nurturing and supportive environment enhanced by small-sized classes, personalized academic advising, and several hundred dedicated faculty and staff.

THE COMMUNITIES: Mendocino and Lake Counties include some of California's most picturesque landscape. Because of the geographic location, climate, and natural beauty, Mendocino and Lake Counties attract many visitors. Agriculture, timber, and tourism industries form the economic base of the area with some light manufacturing. Mendocino County has a long and colorful history as a premium grape-growing region within the state's famous North Coast wine country, while Lake County is noted for its pear production and as an attractive spot for retirement and vacationing. A relaxed and friendly lifestyle is characteristic of our communities. Recreational opportunities abound for water skiing, swimming, fishing, boating, sailing, camping, hiking, tennis, and golf.

Mendocino College welcomes applications from all qualified candidates who demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of our community college students.