LIBRARY CLERK I (PART-TIME)
Application deadline: Wednesday, July 3, 2013; 4:00 P.M.

POSITION DESCRIPTION
Under general supervision, performs a variety of tasks involved in the circulation and processing of library materials; assists library patrons.

RESPONSIBILITIES INCLUDE
• Uses charging machine to check out library materials to qualified borrowers; checks books in; prepares overdue notices; maintains record of delinquent patrons, computes, and collect fines.
• Processes special materials such as faculty reserves for circulation.
• Assists patrons to locate and use library materials, services, and equipment including copy machine, microfilm readers, cassette players; performs simple servicing of machines.
• Verifies carding and shelving of books.
• Performs related duties as assigned.

MINIMUM QUALIFICATIONS
• Basic knowledge of library circulation procedures and a wide range of library services.
• Any combination of education, training, and experience that provides the required knowledge, skills, and abilities. An example of this would be completion of high school and work experience in library circulation.
• Ability to learn the filing and classification systems used in the library and to file rapidly and accurately according to detailed guidelines.
• Ability to perform simple calculations, make change, keep accurate records, and to learn to operate library equipment; basic typing ability.
• Ability to follow oral and written directions, and to learn, apply, and explain library policies and procedures.
• Ability to relate tactfully and effectively to a large volume of students and staff under time pressure and in sensitive situations, such as the need to search patrons when the library security system is activated.
• Clear evidence of sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

MEETING MINIMUM QUALIFICATIONS DOES NOT ASSURE THE CANDIDATE OF AN INTERVIEW. Applications will be evaluated taking into account the breadth and depth of relevant education, experience, skills, knowledge and abilities.

DESIRABLE QUALIFICATIONS
• Certificate of proficiency as a Library Media Technical Assistant (LMTA)

SPECIAL CONDITIONS
• Work hours will vary according to Library operating hours (must be willing to work varying schedules including evenings and weekends).

APPLICATION PROCESS
Applications must be filled out completely and in detail. The application package must include a District application, resume, and LMTA certificate if applicable. Please do not include any additional documents not required in this section.

CONDITIONS OF EMPLOYMENT
This is a part-time (19 hours per week), 10-month, classified bargaining unit positions. Starting date: as soon as possible. Range 5 of the CSEA Salary Schedule, with a starting salary of Step A, 1,206/month; progresses over time to $1,696/month.

Chaffey Community College District is committed to equal employment opportunity.  13-14/02CL

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