LIBRARY CLERK II
Application deadline: Wednesday, September 21, 2016; 5:00 PM

POSITION DESCRIPTION
Under general supervision, performs a variety of tasks involved in the coordination of circulation activities and assistance to library patrons.

RESPONSIBILITIES INCLUDE
• Coordinates circulation procedures including charging and discharging of materials, book shelving, processing overdue notices and fees, maintains accuracy of the check-in process using an automated system
• Compiles and maintains statistical records on patron activity
• Provides lead direction to hourly and student workers
• Answers inquiries regarding library policies, practices, and procedures; and assists patrons in location and use of library materials, services, and equipment
• Provides clerical assistance such as typing, answering telephones, filing, organizing reserve materials
• Performs related duties as assigned

MINIMUM QUALIFICATIONS
• Any combination of education, training, and experience that provides the required knowledge, skills, and abilities
• Knowledge of library terminology, practices, and procedures as they apply to an automated circulation module
• Knowledge of the full range of library services; knowledge of the filing and classification systems used in the library; ability to file accurately and rapidly according to detailed guidelines. Ability to input data into administrative and library databases
• Ability to perform simple calculations, make change, and keep accurate records in an automated environment; ability to learn to operate library equipment
• Ability to interpret and explain library policies and procedures
• Ability to organize, prioritize, and control workload; ability to oversee the work of others
• 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 interact with 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
• Self direction and organization skills

APPLICATION PROCESS
Chaffey College recently implemented an online application system. Our new application can be accessed at https://chaffey.csod.com/ats/careersite/search.aspx?site=2&c=chaffey. The application must be filled out completely and in detail and clearly show that you meet the minimum qualifications as set forth in the announcement. In addition, the following documents must be uploaded:

• Resume

Please do not include any additional documents not required in this section.

SPECIAL CONDITIONS
• Working hours: Monday through Friday, 7:30 am to 4:30 pm. May include weekends, nights, and work at any library site.

CONDITIONS OF EMPLOYMENT
This is a full-time, 12-month, classified bargaining unit position. Starting date: as soon as possible. Range 9 of the CSEA Salary Schedule, with a starting salary of Step A, $2,988/month. Excellent benefit package.

Chaffey Community College District is committed to equal employment opportunity.