



Librarian

About the Program

Hartnell College Library and Learning Resource Center in Salinas, California serves the information, learning, teaching, and technology needs of its students and the community. The library opened in 2006, and 2,000 patrons use the facility on a daily basis. The 68,000-square-foot technology-rich building features over 200 computers, a wireless network, video on demand, collaborative study rooms, a distance learning lab, a library instruction room, a Faculty and Staff Resource Center, digitizing, imaging, and video editing rooms, smart card print technology, RFID self-check stations, universal access design, and assistive technologies. Last year almost 23,000 items were circulated. Reference librarians conduct approximately 12,000 reference transactions, and 100 orientations annually. The library's ExLibris Voyager integrated library system database is hosted by California State University, Monterey Bay Library. Open 64 hours per week, the library offers remote access via EZproxy to over 25,000 ebooks, and over 35 database subscriptions.

Duties and Responsibilities of the Position

The Hartnell Community College District is accepting applications for a full-time tenure-track Librarian for the 2012-13 academic year. The successful candidate will be expected to perform a variety of professional librarian duties and will fulfill the responsibilities of a full-time faculty member, including, but not limited to: managing, planning, administering, and evaluating all aspects of the library's integrated library system, the library web design, electronic resources, multimedia, and library technology systems; coordinating an innovative outreach program extending the library's information resources and training to students, faculty, staff, online students, and education centers; providing assistance and support to access services; selecting, evaluating, and maintaining all non-print materials, and coordinating collection development in assigned subject areas; assist in regularly scheduled reference, instruction, and information services, including some evening and weekend hours; instructing and guiding patrons in the use of library materials; participating in planning and management of the library, including budgetary and personnel decisions, assessing library services; preparing written reports and statistics; teaching library/information competency courses; developing and integrating technology into the curriculum; and participating in department, division, and college planning and governance through committee and/or other institutional service. Assignment also may include public services, grant writing, and other related duties.

Minimum Qualifications

- Sensitivity to the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students and the community at large.
- Master's in library science, or library and information science from an accredited college or university **OR**
- The equivalent. (Applicants applying for equivalency consideration must submit an equivalency request form for committee review.)
- Previous professional academic library experience.



Librarian

- Experience with modern library technologies: search, online catalogs, databases, subscriptions, and computers.

Desired Qualifications

- Three years' recent professional experience working with library systems and technology, preferably in an academic library.
- Experience with Microsoft Access (or similar database software), and experience with Adobe Dreamweaver (or similar webpage software) and the ability to develop, configure, and run reports using SQL.
- Working knowledge of national bibliographic standards and formats.
- Ability to communicate complex technology issues and strategies to a diverse community.
- Experience with a library's role in mass education to achieve literacy, access to technology, and career development.
- Experience with resource sharing with other libraries: public, higher education, and private.
- Demonstrated commitment to excellence in service.
- Knowledge of the latest trends and developments in library technology, digital library initiatives, digital preservation, and community college libraries.
- Ability to establish and maintain effective and collegial working relationships with colleagues, students, faculty, and staff.
- Excellent interpersonal and communication skills.
- Experience in teaching information competency courses, orientations, and providing reference services.
- Experience and knowledge in selection and maintenance of library materials.

Meeting minimum and desired qualifications does not assure any candidate an interview.

Hiring Range and Benefits

- \$51,814 to \$70,124 annually based on 175 days.
- Within this salary range, the successful candidate's starting salary will be based on verified education and experience.
- District paid medical, dental, and vision insurance for employee and high percentage of coverage for eligible dependents.
- Employee assistance program, basic life insurance for employee only.
- STRS (State Teacher Retirement System).
- 403b/457 Options



**HARTNELL
COLLEGE**

Librarian

Application Procedure

Completed applications must be received in the Hartnell Community College District Human Resource Office by **4pm on Friday, February 10, 2012**, to be considered in the first round of screening. Incomplete application packets will not be considered. This position will remain open until filled; however, the first review of applications will begin the week of February 13 - 17 and may be closed at any time thereafter at the request of the screening committee. The Hartnell Community College District does not reimburse applicants for travel, lodging, or any other costs incurred by the applicant to attend interviews. All interviewing costs incurred will be the responsibility of the applicant.

The completed Application Includes:

1. A District application for academic service.
2. A cover letter, not to exceed two pages, detailing qualifications, skills, and abilities as they relate to the minimum and desired qualifications.
3. A current resume of all work experience, formal education, and training.
4. All college transcripts from accredited institutions verifying educational degrees and/or coursework required for this position. Unofficial transcripts or legible copies are acceptable. (Foreign transcripts must be transcribed in English AND evaluated for U.S. Equivalency by a bona fide U.S. evaluation service.)

All offers of employment are contingent upon approval by the Board of Trustees, receipt of official transcripts verifying the degree stipulated under the minimum qualifications section, employment verification, and any other pertinent documentation. Individual selected is required to be fingerprinted and must submit to a tuberculosis examination.

Persons with disabilities who require reasonable accommodation to complete the employment process must notify the Office of Human Resources and Equal Employment Opportunity no later than the closing date of the announcement.

The successful applicant will be required to provide proof of authorization to work in the U.S.

SUBMIT APPLICATION MATERIALS TO:

Hartnell Community College District
Human Resources and Equal Employment Opportunity
411 Central Avenue
Salinas, California 93901
(831) 755-6706
Fax: (831) 755-6937
Email: work@hartnell.edu

Applications available at: www.hartnell.edu/hr