



# *Pasadena Area Community College District* **Employment Opportunity**

**LIBRARIAN (2 POSITIONS)**

**TECHNICAL SERVICES  
TENURE-TRACK (11 MONTHS)**

**SYSTEMS & ASSESSMENT  
TENURE-TRACK (12 MONTHS)**

Please see  
Page 4  
for the list  
of required  
supporting  
documents

**#415**

**FINAL DATE TO SUBMIT THE DISTRICT APPLICATION  
AND ALL SUPPORTING DOCUMENTS: FEBRUARY 23, 2017 BY 4:00 PM**

## **THE POSITION:**

Pasadena City College is hiring two full-time, tenure-track librarians commencing with the 2017-2018 academic year. We are seeking public service-oriented librarians with expertise in either technical services and cataloging, or library systems and assessment.

We are looking for candidates who have the desire and ability to create a welcoming classroom culture that positively engages and impacts our diverse student population. The ethnic composition of our student population is 49% Hispanic/Latino, 23.9% Asian/Pacific Islander, 11% two or more races, 7% White, 3.8% African American, and .1% American Indian or Alaska Native. We are committed to achieving equally high outcomes for all students. We are looking for candidates who share our vision and are willing to work with us to help all students, regardless of background and level of preparation, achieve their educational goals.

We value working in an environment of collaboration, support, shared leadership among all groups: faculty, staff, administration, and students. Pasadena City College prides itself on faculty contributions through active participation in college-wide governance and the decision-making process.

## **RESPONSIBILITIES OF THE LIBRARIANS:**

- Taking a leading role in a library service area, which may include operational oversight, training, scheduling, and mentoring
- Providing in-person and online reference and research assistance to students and faculty

- Designing and teaching subject-specific library information literacy sessions, workshops and classes as needed
- Collaborating with colleagues and faculty to develop student-centered information literacy programs, services and resources
- Engaging in outreach and liaison programs and services



### **RESPONSIBILITIES OF THE LIBRARIANS (CONTINUED):**

- Participating in collection development activities through the assessment, selection and de-selection of materials
- Conducting analysis of current library programs and services, including the development/implementation of new library services, policies and procedures
- Collegially and actively participating in planning processes and contributing to all areas of the library operation
- Developing and assessing student learning and service outcomes, using the results to improve library instruction and services
- Undertake the divisional and professional responsibilities of a regular faculty member
- Participate in departmental and college governance activities through committee service and/or other appropriate activities
- Performing other duties as assigned

### **MINIMUM QUALIFICATIONS:**

- Master's degree in library science or library and information science, OR the equivalent, from an American Library Association (ALA) accredited institution

Degree must be shown as conferred on transcript. Some degrees may require equivalency. When equivalency is requested, the file will be reviewed by PCC's Equivalency Committee. It is the applicant's responsibility to provide ample documentation to support equivalent qualifications.

### **PROFESSIONAL SKILLS, KNOWLEDGE, AND ABILITIES:**

- High level of self-motivation, adaptability and flexibility
- Demonstrated collaboration, leadership and problem-solving skills
- Strong public service and outreach skills that reflect a commitment to customer relations and user-centered library services
- Awareness of trends, emerging technologies and standards in cataloging and metadata, with expertise in original cataloging, processing, and strategic collection maintenance. (Technical Services Librarian)
- Proficient in strategic planning and oversight of library technologies to enhance, integrate and automate library processes and activities. Demonstrated ability in assessment and evidence-based decision-making for library programs and services. (Systems & Assessment Librarian)
- Experience and proficiency in preparing, delivering and assessing effective information literacy instruction sessions using current best practices and technologies
- Ability to develop research guides (LibGuides) and online tutorials
- Proficiency in the use of standard personal computer software (such as Microsoft Office applications).
- Willingness to work with and support basic skills students
- Excellent written and oral communication skills

- Outstanding interpersonal skills and a desire and ability to work collaboratively with colleagues, students, and other members of the campus community
- Ability to work in a multiethnic environment with students of varying academic preparation and learning styles
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender, and ethnic backgrounds of community college students

### **REASONS WHY THIS POSITION IS ATTRACTIVE:**

- The Shatford Library staff is committed to supporting student success at Pasadena City College.
- Dedicated professionals and paraprofessionals collaborate to provide high quality public services, resources and programs in a dynamic student-centered library.
- All library faculty and staff participate fully and collegially in the decision making of the Library, as well as actively participating in campus-wide committees and in the shared-governance process.
- Pasadena City College celebrates and embraces the diversity of our student body and workforce.
- Pasadena City College is respected and supported by its community.
- Pasadena City College is a world-class institution. We are Number 1 among all community colleges in California in the awarding of associate degrees and Number 1 in the awarding of associate degrees to minority students. Many of our faculty and staff are graduates of PCC.





## REASONS WHY THIS POSITION IS ATTRACTIVE (CONTINUED):

- The Academic Senate, Classified Senate, and Management Association are active in the effective shared governance process of the college.
- Pasadena City College has been named one of ten finalists for the 2017 Aspen Prize for Community College Excellence, widely recognized as the nation's premier honor for high achievement and performance in America's community colleges.

## THE ASSIGNMENT:

**TECHNICAL SERVICES** Librarian Eleven Months, 100% - Tenure-track position beginning July 2017.

**SYSTEMS & ASSESSMENT** Librarian Twelve Months, 100% - Tenure-track position beginning July 2017.

Librarians work thirty-five (35) hours per week as librarian with an additional 5 hours per week unassigned for professional growth and development activities, college governance, and other professional responsibilities. Librarians must be available to work any time within library operational hours. The College has two 16-week semesters and two intersessions, and offers a full range of courses beginning at 7:00 a.m. and ending at 11:00 p.m.

## SALARY AND BENEFITS:

Salary and other terms of employment are competitive. Placement is on the District Contract Monthly Faculty Salary Schedule which is available on-line at <http://www.pasadena.edu/hr/compensation.cfm>.

Generous fringe benefits include fully paid medical, dental, and vision for employees and their families, and life insurance for the employee.

## CONDITIONS OF EMPLOYMENT:

- Successful completion of background and fingerprint clearance and TB screening.
- Successful completion of a pre-employment physical examination. Cost of physical will be paid by Pasadena City College.
- Proof of eligibility to work in the United States and signing of loyalty oath per government codes 3100-3109.
- Meeting applicable eligibility requirements under CalPERS or CalSTRS if you are a current or former member.
- Board of Trustees approval.

## APPLICATION AND SELECTION PROCESS:

Pasadena City College utilizes an online application process. Hard copy, e-mailed, or faxed resumes are not accepted. You can apply for a position from any computer with Internet access. All materials are submitted electronically through PCC's Talent Applicant System (ATS) at [www.pasadena.edu/hr](http://www.pasadena.edu/hr). Applications completed and received by **4:00 p.m. on February 23, 2017** will receive full consideration.

Please keep in mind the following:

- If you do not follow the process or your application/resume is incomplete, your information will not be processed.
- The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications for a particular position does not assure the applicant an interview. It is, therefore, important that the application be thorough and detailed. The District may re-advertise, delay, choose not to fill the position, or choose to fill more than one position.
- While the acceptance of the application packet is done through PCC's Talent Applicant System (ATS), all hiring decisions are made by a hiring committee.
- Positions are full-time (100%) and "open until filled," unless otherwise stated.
- The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Once applications are submitted they are final. Please carefully review your application and the documents which you are attaching to make sure that they are free from errors and complete.

If you require assistance, please contact the Human Resources office at 626.585.7388. Applicants may expect to be notified approximately 4 – 5 weeks following the closing date as to the status of their application.



## SUPPORTING DOCUMENTS:

For full consideration, all of the following **must** be submitted along with the online application. **An incomplete application packet will not be forwarded to the hiring committee for review.**

1. Five references (name, phone number, email address and position), which are included in the online application
2. A detailed letter of application addressing your qualifications for this position and discussing your experience and abilities relating to each of the points listed under "The Responsibilities," "Minimum Qualifications," and "Professional Skills, Knowledge, and Abilities."
3. Professional resume
4. Transcripts (unofficial copies are acceptable). Copies of transcripts for all degrees/units needed to meet the minimum qualifications must be submitted. **Official transcripts are required upon offer of employment. Foreign transcripts and degrees require official certification of equivalency to U.S. transcripts and degrees by a certified U.S. review service at the time of application. For a list of agencies that can evaluate your foreign transcript, please see our website at <http://www.pasadena.edu/hr/employment-opportunities/foreign-transcripts.php>.**

Note: It is the applicant's responsibility to ensure that all application materials are fully and correctly submitted. All supporting documentation should include position name and/or position number. All materials submitted are for this position only and become the property of the District. Materials, including USB flash drives, compact disks and slides, will NOT be returned, copied or considered for other openings.

## ABOUT THE DISTRICT:

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 90 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 72 Career and Technical Education programs. The main college campus occupies an idyllic 53-acre site, while the Community Education Center and Child Development Center are located in separate facilities. The college is renowned for its high student transfer rate, national mathematics and forensic honors, and extensive study abroad offerings. 53% of our students receive the Board of Governor's Fee Waiver which is based upon the federal poverty guidelines. PCC is accredited by the Accrediting Commission for Community and Junior Colleges. For more information, go to [www.pasadena.edu](http://www.pasadena.edu).

## MISSION:

The mission of Pasadena City College is to provide a high quality, academically robust learning environment that encourages, supports and facilitates student learning and success. The College provides an academically rigorous and comprehensive curriculum for students pursuing educational and career goals as well as learning opportunities designed for individual development. The College is committed to

providing access to higher education for members of the diverse communities within the District service area and to offering courses, programs, and other activities to enhance the economic conditions and the quality of life in these communities.

## ADDITIONAL INFORMATION:

The Immigration Reform & Control Act of 1987, Public Law 99-603 requires that employers obtain documentation from every new employee which authorizes that individual to accept employment in this country. This requirement applies to both United States citizens and aliens. Any employee who is unwilling/unable to fulfill this requirement will not be employed.

Pasadena Area Community College District **will not** sponsor any visa applications.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources.

**It is the policy of the PACCD that all candidates for employment need to be cleared for employment through the process of background check and verification of prior employment, references and credentials.**

Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

The Pasadena Area Community College District does not discriminate in the educational programs and activities operated by the District, or in employment procedures and practices of the District. The Policies of Title IX as developed to date are available for inspection during normal business hours at the District Office at 1570 E. Colorado Blvd., Pasadena, CA 91106.

The Board of Trustees reserves the right to extend time limits or reinstate the search process at any time. The Pasadena Area Community College District is an equal opportunity employer. The District encourages applications from underrepresented minorities and the disabled.

**PASADENA AREA COMMUNITY COLLEGE DISTRICT  
Equal Opportunity, Title IX, Section 504 Employer**