

APPLICATION DEADLINE

This position is open until filled, but the priority date for receipt of application materials to be considered in the initial selection committee review is **4:30 PM on JANUARY 30, 2012**. The position may close for consideration of application materials on the above priority date or any time thereafter, and interested persons are encouraged to submit their application and supporting materials so that they are received not later than **4:30 PM on JANUARY 30, 2012**. It is the applicant's responsibility to ensure that all application materials are received. Applicants who need special services or facilities due to disability in order to apply or interview for this position must notify Human Resources at least 72 hours prior to the priority closing date or the date(s) of interview.

SELECTION PROCEDURE

Following the closing date, application materials will be evaluated by a selection committee. Candidates selected for further consideration will be limited to those applicants in the competitive group who best meet the qualifications for the position. Interviews will then be conducted by the selection committee, and finalists will be recommended for further consideration by the President-Superintendent for final selection and recommendation for employment. The selection process may also include practical exercises (i.e., teaching demonstration and/or other written, technical, manipulative, or simulation exercises) to evaluate candidates' qualifications.

For application/additional information:

Telephone: (562) 860-2451 x2284

Web Site: <http://www.cerritos.edu>

Human Resources Hours:

8:00 AM - 4:30 PM (Monday through Friday)

Cerritos College employs only individuals lawfully authorized to work in the United States. Cerritos College does not provide sponsorship for changes in immigration status for the purpose of employment in the United States. Offers of employment are contingent upon presentation of documents verifying the appointee's identity and eligibility to work and completion of the required I-9 Form in accordance with the provisions of the Immigration Reform and Control Act of 1986 (Public Law 99-603).

CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298

Equal Opportunity Employer

12/08/11

Cerritos College

Human Resources

FULL-TIME FACULTY OPPORTUNITY

(TENURE TRACK POSITION)



LIBRARIAN

(Two Positions)

Effective:
2012 –2013 Academic Year

The District is strongly committed to achieving staff diversity and the principles of equal opportunity employment. The District encourages a diverse pool of applicants and the District shall provide equal employment opportunities to all applicants and employees without regard to national origin, religion, age, sex or gender, race, color, medical condition, ancestry, sexual orientation, marital status, Vietnam-era veteran status, physical or mental disability, or because he or she is perceived to have one or more of the foregoing characteristics, or based on association with a person or group with one or more of these actual or perceived characteristics. In fact, the college encourages applications from all segments of qualified people.

PROFILE

The Cerritos College Library serves a diverse student population of over 22,000 studying in the more than 60 disciplines offered at the college. The Library's resources include 128,000 volumes, 200 periodical subscriptions, numerous electronic databases, a SirsiDynix online catalog, and LibGuides. Librarians work collaboratively with departments across campus to meet the needs of students and faculty. In addition, the library boasts a very active student Library Club. The successful candidate will join four librarians and eight classified staff.

All librarians prepare bibliographies and research guides, provide reference service and instruction, and participate in collection development. In addition to these duties, all librarians coordinate one of the library's service units – Circulation, Reference, Technical Services, Collection Development, Systems, or Serials. The successful candidate will coordinate one of these areas. In addition, all librarians may choose to teach a section of the library's credit course, *Introduction to Library Resources*. Librarians also participate in the governance of the college through institutional and Faculty Senate committees.

DUTIES & RESPONSIBILITIES

A description of faculty duties and responsibilities may be found in Board Policy and Administrative Procedure 4005. (www.cerritos.edu/board)

QUALIFICATIONS

Required:

- Master's in library science, or library and information science, **OR** the equivalent from an accredited college or university library program (All qualifying educational degrees/training must be from accredited colleges and/or universities.)
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community.

Preferred:

- Two-years or equivalent experience in an academic library setting.
- Experience coordinating library services.
- Experience leading staff in a team environment.
- Experience providing instruction in research methods utilizing print and electronic/multimedia resources and applications.
- Experience assisting with and providing instruction in the use of the Internet and other electronic/multimedia applications.
- Experience with library automation systems.
- Knowledge of and experience with cataloging rules and the OCLC bibliographic utility.
- Experience in the use of computer technology for instructional purposes.

SALARY/FRINGE BENEFITS

- Salary is commensurate with education and experience. Salary rate is: \$58,379.20 - \$89,643.40/annual (Salary Schedule is available upon request).
- Health and welfare benefits include District contribution for medical/dental/vision benefits and employee life insurance (\$50,000). (Cash in lieu option available on medical insurance.)
- Participation in the State Teachers' Retirement System.

CONDITIONS OF EMPLOYMENT

- Contract will be for 11 school months for the academic year beginning July 1, 2012.
- Participation in a pre-service orientation and/or in-service program during the first semester is required.
- Individuals who are offered employment shall be required to obtain fingerprints for a criminal history clearance through the State Department of Justice and remit the required fee for processing the fingerprints, produce an original social security card, and submit negative TB test results (must be within the past four years) before they are hired.

APPLICATION PROCEDURE

Interested applicants must submit:

- Letter of application indicating how you meet each of the required qualifications for this position to include, but not be limited to, information on the following:
 - Contributions to the profession
 - Related experience/accomplishments
 - Professional/personal development (Workshops, Diversity Sensitivity training, etc.)
- Completed District application form.
- Résumé of educational background and experience.
- Copies of all transcript(s) (need not be official) verifying all educational degree(s) and/or coursework required for the position. A foreign transcript must be evaluated by a NACES-certified agency. The web site address is www.naces.org.
- The names, phone numbers and e-mail address of three work references to include at least one supervisor.

ALL ABOVE MATERIALS ARE TO BE SUBMITTED TO THE FOLLOWING ADDRESS:

HUMAN RESOURCES
CERRITOS COLLEGE
11110 ALONDRA BLVD
NORWALK, CA 90650-6298