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 for final selection and recommendation of qualified candidates to be placed on a list for possible employment.

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)

Special Note: During the period 6/01/09 through 8/07/09 the Human Resources office hours are 8:00 AM to 4:30 PM (Monday through Thursday).
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 does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, marital status, disability, or sexual orientation in any of its policies, procedures or practices. In fact, the college encourages applications from all qualified people.

Under general direction of the Dean of the Library and Learning Resource Center and in collaboration with other library faculty assists students, faculty and other staff in the effective use of print and electronic resources in support of the teaching and learning functions of the college.

**DUTIES & RESPONSIBILITIES**

- Under general direction of the Dean of the Library and Learning Resource Center and in collaboration with other library faculty assists students, faculty and staff in the effective use of print and electronic resources, including books, periodicals, and computer and multimedia applications in support of the teaching functions of the college.
- Provides reference services; conducts library orientations and research, Internet and library automation instruction sessions; develops library collections; prepares bibliographies and study guides, etc.
- Coordinates one or more of the following service areas: distance education, circulation, periodicals, collection development, technical services, library systems, and/or reference.
- Participates in all full-time faculty responsibilities, which include but are not limited to attending meetings pertinent to faculty responsibilities, serving on assigned committees within the college shared governance structure, and adhering to administrative and collective bargaining regulations.
- Performs other librarian duties as assigned.

**QUALIFICATIONS**

**Required:**
- Master’s degree in Library Science or Library and Information Science from an accredited college or university OR The equivalent.
- Understanding, sensitivity, and commitment to meeting the needs of the diverse academic, socioeconomic, cultural, disability, and ethnic background of the student/community population.
- Commitment to community college objectives of providing instruction for students whose abilities and interests cover a wide range.

**Preferred:**
- Master’s degree from an American Library Association accredited library school.
- Education and/or experience:
  - Developing, implementing and delivering library services to distance education students, faculty and staff.
  - Developing and maintaining web content related to library information resources and services.
  - Assisting with and providing instruction in the use of the Internet and other multimedia applications.

**CONDITIONS OF EMPLOYMENT**

- Salary is $40.23 per hour to start.
- Assignments are contingent upon sufficient enrollment.
- Assignments include days, evenings and Saturdays.
- Individuals hired 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.

**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 (Training, 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.
- Letter(s) of recommendation addressing recent pertinent experience.

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

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

**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 JULY 13, 2009. 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 applications and supporting materials so that they are received not later than 4:30 PM on JULY 13, 2009. It is the applicant’s responsibility to ensure that all application materials are received.