



# El Camino College

## Library and Learning Resources Specialist



### KEY ROLES/RESPONSIBILITIES

Under the direction of a supervisor or director, independently oversees, participates, and functions as a lead for complex and technically advanced library work including cataloging materials, providing operational oversight in Public Access and/or Learning Resources areas, managing computer labs, and assisting in budget administration.

**\*\* This is an evening position in Library and Learning Resources which includes computer labs, tutoring, and makerspace. \*\***

### ABOUT EL CAMINO COLLEGE

El Camino College (ECC) is located on the ancestral lands of the Gabrielino-Tongva people, the traditional caretakers of Tongvaangar (the Los Angeles basin, Southern Channel Islands) and occupies 126-acres near Torrance, California. We are located in Los Angeles County, just minutes from South Bay beaches. Our community serves a diverse student population including new and re-entering students and those pursuing certificate, degree, and transfer goals.

As a comprehensive two-year college, El Camino College serves thousands of students each semester, the majority of whom are from diverse populations. The ideal candidate will share ECC's commitment to educating its racially and socio-economically diverse student population including students with disabilities, veterans, working parents, and evening students. El Camino College provides many opportunities for students to succeed with hundreds of students transferring each year to four-year universities around the country. Top transfer institutions include UCLA, USC, and UC Davis. El Camino College is regularly among the top five community colleges in Southern California for students admitted to CSUs, and the top ten for UCs. Students are also supported by an extensive scholarship program, with approximately \$600,000 awarded annually.

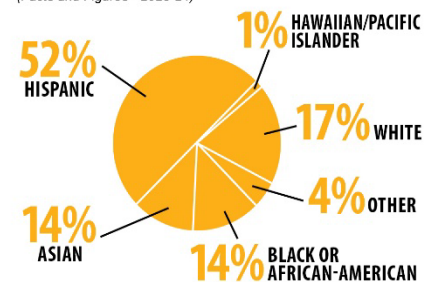
With the passage of general obligation bond measures in 2002 and 2012, the District has undergone a substantial transformation campus-wide. Over the next 10 years, capital construction projects, as well as new initiatives to support student success, will strengthen El Camino College as a premier institution for teaching and learning.

### MISSION STATEMENT

*El Camino College is equity-focused and partners with its diverse communities to provide student-centered learning, career development, and lifelong enrichment.*

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## LIBRARY AND LEARNING RESOURCES SPECIALIST

**Division:** Library and Learning Resources

**Posting Closing Date:** 05/20/2025

**Req:** C2425-023

**Location:** El Camino College

**Position Type:** Classified

**(IN-HOUSE OPPORTUNITY OPEN TO ALL CURRENT EL CAMINO COLLEGE EMPLOYEES ONLY)**

### REPRESENTATIVE DUTIES

Oversees, participates, and functions as the lead in day-to-day operations of an assigned Library and Learning Resources area. Advises management on operational, administrative, personnel, and budgetary matters. Maintains budget records and controls expenditures for the library book budget and other related departmental budgets. Verifies budget codes and availability of funds. Provides data and projections to management. Compiles, organizes, researches, and verifies information for various records, reports, and statistics.

Orders library supplies within established limits. Researches and identifies appropriate vendors considering price and available materials. Places orders, maintains and monitors supply inventories, monitors pending orders and fund balances. Reconciles invoice discrepancies. Creates financial reports and maintains appropriate records. Monitors income from printing.

Assists in the development and implementation of library policies and procedures to promote efficient operations of the library (including those related to circulation, reserve, periodicals, interlibrary loan, acquisitions, learning labs, and federal copyright laws); analyzes library-related problems and takes appropriate action; resolves patron conflicts and issues; provides direct service to faculty through instructional support.

Leads the hiring, training, and scheduling of student workers and part-time staff. Creates service desk schedules. Assigns and monitors progress on work assignments and special projects for an assigned area. Provides guidance and feedback. Ensures timely completion of area work assignments. Identifies and reports staffing needs to library management.

Assists with archive management and development of archival projects.

Serves as the main contact for troubleshooting patron and operational problems. Liaises with vendors and ITS regarding library print and copy service issues. Researches, recommends, and helps implement workflows to improve efficiencies, use of resources, or the adaption of new technologies or operational requirements. Communicates and documents revised processes and procedures.

Directs the circulation of library materials; coordinates electronic collection inventories; prepares and distributes notices for overdue library materials and unresolved library charges; reconciles and integrates the library online system with District student account files to ensure accurate assessment and collection of library charges and fines.

Catalogs materials in a variety of formats, including print, non-print and electronic resources. Verifies, evaluates, and edits records for addition into the library's world-wide catalog system. Performs original cataloging in Machine-Readable Cataloging (MARC) format; creates cataloging procedures in compliance with established policies and trains staff. Troubleshoots cataloging issues and problems and implements solutions. Functions as lead for catalog maintenance including serial cataloging and check-in of new issues.

Receives and processes library materials and supplies, including new and donated library materials. Verifies items on packing lists; posts invoices and credits; returns defective or damaged materials; maintains proper financial

documentation. Removes items from library collection following established procedures. Processes withdrawn materials from the library's holding records; generates and maintains accurate bibliographic records.

Performs minor book mending and replaces damaged media storage cases. Coordinates bindery and repair activities. Trains staff on basic repair procedures.

Participates in library system platform upgrades and migrations as needed. Coordinates the integration of new technologies into library operations. Plans, organizes, and schedules system activities to meet objectives with minimal impact on patron service levels.

Participates in the opening and closing of library operations following established procedures.

Performs other related duties as assigned.

## **JOB QUALIFICATIONS**

### Education and Experience:

Bachelor's degree in related field plus four (4) years related experience OR

Two (2) years of college-level coursework plus six (6) years of library-related work OR

Eight (8) years of increasingly responsible library-related work experience.

## **OTHER DESIRED QUALIFICATIONS**

### Knowledge/Areas of Expertise:

Comprehensive knowledge of library operations and technical systems.

Experienced in budget administration.

Experienced supervising other staff by providing training and work direction.

Experienced in customer service.

Experienced in maintaining a college reserves/textbook collection.

Experienced in using multiple features within a library services platform.

Experienced organizing day-to-day operations for a specific area.

Proficient in staying up to date with technology and changing work procedures.

Knowledge of library terminology, practices, and resources.

Knowledge of library bibliographic resources.

Knowledge of library office practices and procedures.

### Abilities/Skills:

Advanced level of technological skill with relevant library technology.

Skilled at detailed financial and statistical record-keeping.

Ability to apply higher-level computer-based procedures, techniques and practices.

Ability to communicate effectively both orally and in writing.

Ability to analyze situations and adopt effective courses of action.

Ability to read, interpret, apply, and explain rules, regulations, policies, and procedures.

Ability to meet schedules and deadlines.

Ability to work accurately and rapidly under pressure with frequent interruptions.

Ability to maintain confidentiality of division and individual records.

## **WORKING CONDITIONS**

Library setting.

Extensive computer work.

Long periods of standing and sitting.

Periodic lifting and carrying up to 25 lbs.

Movement from one work area to another.

**CLOSING DATE: TUESDAY, MAY 20, 2025 at 3:00 p.m.**

**SALARY:** Starting salary is **\$5,724 per month**. Generally, new employees start at the first step on the salary schedule. Advanced salary placement may be considered on a case-by-case basis. Salary increases are granted on the first day of the month following each year of service, until Step F is reached (\$7,346 per month).

Employees contribute 8% of their earnings toward the Public Employees Retirement System (PERS).

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month classified staff position subject to a probationary period. Work schedule: Monday thru Thursday, 12:00 p.m. to 9:00 p.m.; Fridays 8:00 a.m. to 5:00 p.m. in Fall and Spring. Winter and Summer hours will differ due to the library's adjusted hours of operation.

Offer and acceptance of employment is subject to verification of all information provided on the employment application, credential(s), and transcripts. Candidates selected for employment must agree to be fingerprinted, submit Certificate of Completion of the Tuberculosis Risk Assessment and/or Examination, provide proof of eligibility for employment in the United States, and present a valid Social Security card upon hire.

### **ADA ACCOMMODATIONS**

Applicants with disabilities requiring special accommodations must contact the ADA Compliance Officer at least five (5) working days prior to the final filing date: [ADA Job Applicant Accommodation Request \(maxient.com\)](http://maxient.com)

### **BENEFIT HIGHLIGHTS**

#### **Health, Life, Dental and Vision Insurance**

The College provides a diversified insured benefit program for all full-time employees, including medical, dental, vision and life insurance. Dependent medical, dental, and vision insurance is available, toward which both the College and the employee contribute.

#### **Sick Leave and Disability**

Paid sick leave is granted equal to one day for each month of service. Sick leave days may be accumulated indefinitely. Rather than State Disability Insurance.

#### **Retirement**

Public Employees Retirement System (PERS) and Social Security. Previous employment performed in a different public retirement system may allow eligibility to continue in the same retirement system.

#### **Summer Work Hours**

During the summer, employees work eight 32-hour work weeks with full pay.

### **TO APPLY**

An applicant must submit the following by the closing date:

1. Online application: <http://www.elcamino.edu/jobs>
2. Cover letter describing how applicant meets the qualifications.
3. Résumé including educational background, professional experience, and related personal development and accomplishments.
4. Pertinent transcripts as stated in the required qualifications. (Unofficial computer-generated academic records/transcripts must include the name of the institution and degrees awarded to be acceptable.) Multiple page transcripts must be loaded as **ONE PDF** document.

**Foreign Transcripts:** Transcripts issued outside the United States of America require a course-by-course analysis with an equivalency statement from a certified transcript evaluation service verifying the degree equivalency to that of an accredited institution within the USA. For information on transcript evaluation services, please visit: <http://www.ctc.ca.gov/credentials/leaflets/cl635.pdf>.

IMPORTANT NOTE: Documents submitted or uploaded for a previous position cannot be reused for other positions. You must submit the required documents for each position you apply for by the closing date. Failure to do so will result in an incomplete application. Applications with an incomplete status will not receive consideration. ***You may check the status of your application online.***

If you need assistance, you may call 310-660-3593 Ext. 3807 between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday or by email at [hr@elcamino.edu](mailto:hr@elcamino.edu).

Due to the large volume of calls received on closing dates, we highly recommend that you **do not wait** until the last day to apply so that we may assist you with questions or technical matters that may arise. Give yourself sufficient time to complete the profile, which may take 45 minutes or more. Positions close promptly at 3:00 p.m. PST (pacific standard time).

## FOR FURTHER INQUIRIES OR APPLICATION MATERIAL SUBMISSION QUESTIONS, CONTACT:

**El Camino College**  
**HR Service Partner**  
Pamela Jones  
310-660-3593, Ext. 3478  
[pjones@elcamino.edu](mailto:pjones@elcamino.edu)  
16007 Crenshaw Boulevard  
Torrance, CA 90506

### JEANNE CLERY CAMPUS SAFETY ACT

*In accordance with the Jeanne Clery Campus Safety Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. This publication includes Clery crime statistics for the previous three years relevant to El Camino College classes and activities, in addition to institutional policies concerning campus safety and security. The information is also available in printed form in the lobby of the [Police Department](#) and in select locations on campus. Upon request, the Campus Police Department can provide paper copies of this publication. Contact them at 310-660-3100.*

### EL CAMINO COLLEGE IS AN EQUAL OPPORTUNITY EMPLOYER

*The El Camino Community College District is committed to providing an educational and employment environment in which no person is subjected to discrimination on the basis of actual or perceived race, color, ancestry, national origin, religion, creed, age (over 40), disability (mental or physical), sex, gender (including pregnancy and childbirth), sexual orientation, gender identity, gender expression, medical condition, genetic information, marital status, military and veteran status, or retaliation; or on any other basis as required by state and federal law.*