



# El Camino College

## Library & Learning Resources Technician II



### ABOUT THE ROLE

Under the direction of a supervisor or director, provides students, faculty, staff, and community members' access to and instruction for using a variety of library and learning resources equipment and resources; assists in the processing, organization, and circulation of cataloged materials.

### 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.

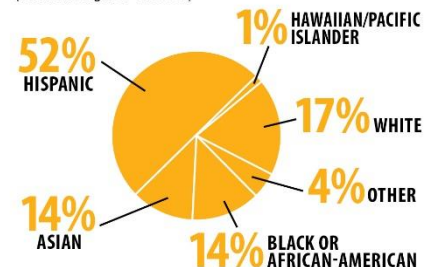
### MISSION STATEMENT

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

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.

### STUDENT DEMOGRAPHICS

(Facts and Figures - 2023-24)



## LIBRARY & LEARNING RESOURCES TECHNICIAN II

**Division:** Library & Learning Resources

**Posting Closing Date:** 10/15/25

**Req:** C2526-018

**Location:** El Camino College

**Position Type:** Classified

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

### REPRESENTATIVE DUTIES

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, computer labs and federal copyright laws.) Maintains currency on library policies and procedures. Interprets policies and procedures for library personnel or patrons. Maintains procedural manuals and files as directed.

Analyzes library-related problems and takes appropriate action. Resolves patron conflicts and issues. Informs management as needed. Maintains a safe environment and enforces rules of conduct.

Monitors the physical organization of library materials and spaces of an assigned Library and Learning Resources area. Assists with the administration of study room sign up systems. Develops and maintains patron instructions for copiers, network printing systems, and print card dispensers.

Works at designated service counter to assist patrons. Updates website for assigned area as directed. Provides high quality customer service to students, faculty, staff, and the general public, facilitating access to library materials and providing accurate directional information.

Assists library patrons with computer printing, scanning, and photocopying equipment. Charges/discharges and renews materials for patrons; posts payments; places and lifts holds on records for missing and late items; generates new and maintains existing library patron records.

Manages the interlibrary loan (ILL) process, including processing lending and borrowing requests; oversees delivery and returns of ILL materials and maintains annual statistics for ILLs. Initiates and verifies incoming and outgoing ILL requests; fills requests from other libraries; processes fees; notifies reciprocal libraries of delinquencies; tracks and invoices lost materials.

Oversees acquisition process; receives requests for library materials; performs pre-order research and verification of bibliographic data via electronic sources; identifies appropriate vendors; monitors pending orders and fund balances; reconciles invoice discrepancies; maintains various LIBRARY AND LEARNING RESOURCES TECHNICIAN II page 2 of 3 spreadsheets on items purchased and provides statistical information to management as needed; distributes acquisition selection cards.

Coordinates with the Public Access Librarian in the management of archive collections from acquisition to preservation; oversees the process of transitioning archives to preservation storage; prepares archive materials for access and exhibits; serves as a resource for the archive collection; assists with website and social media updates relating to the archive collection.

Manages learning materials processes; liaises with appropriate academic division; provides assistance in accessing materials; trains those participating in the process.

Researches and summarizes data. Prepares reports as requested or needed.

Provides guidance and feedback to student workers and part-time staff.

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

Performs other related duties as assigned.

## **JOB QUALIFICATIONS**

### Education and Experience:

Two (2) years of college level coursework and two (2) years of relevant work experience OR

Three (3) years of customer service work and one (1) year employed in an academic setting OR

Four (4) years of increasingly responsible library or learning resources-related work.

## **DESIRABLE QUALIFICATIONS**

Strong customer service skills.

Interest in doing outreach activities.

Flexibility in an evolving environment.

## **OTHER QUALIFICATIONS**

### Knowledge/Areas of Expertise:

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

Knowledge of library bibliographic resources.

Knowledge of preservation of materials and related equipment usage.

Knowledge of library terminology, practices, and resources.

Knowledge of library office practices and procedures.

Knowledge of statistical record-keeping techniques.

### Abilities/Skills:

Intermediate level of technological skill with relevant library technology.

Skilled at organizing new or existing materials to maintain fluent workflows.

Skilled at problem identification and conflict resolution.

Skilled at interpretation of policies, procedures, trends, and other forms of analyses.

Skilled in cataloging, acquisitions processing, and other library practices.

Skilled in training and providing work direction to others.

Ability to analyze situations and adopt effective courses of action.

Ability to work independently with little direction.

Ability to establish and maintain cooperative working relationships with others.

Ability to communicate effectively both orally and in writing.

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: WEDNESDAY, OCTOBER 15, 2025 AT 3:00 P.M.**

**SALARY: Starting salary is \$5,190 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 (\$6,628 monthly).

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

### **CONDITIONS OF EMPLOYMENT**

This is a full-time, twelve-month position subject to a probationary period. The standard work week is 40 hours of scheduled duty per week of not more than five consecutive workdays. Schedule may vary to include hours outside of the normal work schedule and weekends depending on operational need.

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 \(maxient.com\)](https://maxient.com/ada-job-applicant-accommodation-request)

### **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**.

**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 4:30 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

Robert Swain

310-660-3593, Ext. 3473

[rswain@elcamino.edu](mailto:rswain@elcamino.edu)

16007 Crenshaw Boulevard

Torrance, CA 90506

### JEANNE CLERY ACT COMPLIANT

*In accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, El Camino College has published an [Annual Security Report](#) and all required statistical data. These publications include 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 or mail out 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.*