



**LIBRARIAN
(REFERENCE AND ONLINE SERVICES)
LIBRARY SERVICES
TENURE-TRACK
11 MONTHS
#207**

*The final date to file the District application and all supporting documents is
Friday, March 2, 2012 by 12:30 p.m.*

The Position

Pasadena City College is hiring a full-time tenure-track Reference and Online Services Librarian (start date July 1, 2012). The Librarian will coordinate the Library's Reference Services department and will have significant involvement in library instruction, outreach and online services.

The Responsibilities of the Position

- Coordinates Reference Services Department including training, scheduling, and mentoring librarians and paraprofessional staff.
- Participates in reference service, library instruction (class orientations, workshops, one-on-one instruction at the Reference Desk), collection development, and outreach to promote information competency to the campus community.
- Applies emerging technologies to promote access to reference assistance and online resources.
- Participates in analysis of current and new library services.
- Contributes to the college's shared governance process through active participation in library and intercampus committees and activities.
- Performs other duties as assigned.

Minimum Qualifications

- Master's degree in library science or library and information science from an American Library Association (ALA) accredited institution. (Degree must be posted by June 30, 2012.)
- Ability to work in a multiethnic environment with students who have a variety of learning styles and abilities.
- Strong public service and outreach skills and a commitment to customer relations and user-centered library services.
- Two years of experience in library reference work.

Professional Skills, Knowledge, and Abilities

- Experience with coordinating, developing, and maintaining print and online reference resources.
- Ability to research, promote and implement emerging forms of reference services to meet the needs of on-campus as well as distance learners.
- Knowledge of and experience with social networking/Web 2.0 tools for Reference Services.
- Experience in preparing and delivering effective and engaging instructional sessions.
- Ability to develop user guides, research guides and online tutorials.
- Demonstrated collaboration, leadership and problem-solving skills
- Proficiency in the use of standard personal computer software (such as Microsoft Office applications) and web editing tools.
- Superior oral, written and interpersonal communication skills.

Reasons Why This Position is Attractive

- The Shatford Library staff is dedicated to supporting student success at Pasadena City College.
- Knowledgeable professionals and paraprofessionals use their expertise in a wide range of public service, instruction, creative, professional and technical duties.
- All library faculty and staff participate 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. Almost thirty percent of our 369 faculty hold doctoral degrees and many of them are graduates of PCC. Many of our support staff are also graduates of PCC and four-year institutions.
- The Academic Senate, Classified Senate, and Management Association are active in the effective shared governance process of the college.

The College

Established in 1924, Pasadena City College has been serving the San Gabriel Valley for more than 87 years. PCC enrolls more than 30,000 students each semester and offers 60 academic and 76 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. PCC is accredited by the Accrediting Commission for Community and Junior Colleges of the Western Association of Schools and Colleges. For more information, go to 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.

At Pasadena City College we serve our students by:

- Providing courses and programs, in a variety of instructional modalities, which reflect academic excellence and professional integrity
- Fostering a dynamic and creative learning environment that is technologically, intellectually and culturally stimulating
- Challenging our students to participate fully in the learning process and encouraging them to be responsible for their own academic success
- Respecting them as individuals who may require diverse and flexible learning opportunities
- Supporting organizational practices that facilitate student progress towards their goals
- Encouraging and supporting continuous learning and professional development in those who serve our students: faculty, staff, managers, and administrators

Institutional Core Values

As an institution committed to successful student learning in an environment of intellectual freedom, Pasadena City College is guided by the following essential, enduring and shared values:

- A Passion for Learning
We recognize that each one of us will always be a member of the community of learners.

Institutional Core Values (cont.)

- A Commitment to Integrity
We recognize that ethical behavior is a personal, institutional and societal responsibility.
- An Appreciation for Diversity
We recognize that a diverse community of learners enriches our educational environment.
- A Respect for Collegiality
We recognize that it takes the talents, skills and efforts of the entire campus community, as well as the participation of the broader community, to support our students in their pursuit of learning.
- A Recognition of Our Heritage of Excellence
We recognize that we draw upon the college's rich tradition of excellence and innovation in upholding the highest standard of quality for the services we provide to our students and community.

The Assignment

Eleven Months, 100% - Tenure-track position beginning July 1, 2012.

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. The college has two 16-week semesters as well as summer and winter intersessions. The Library is currently open 70 hours a week during Fall and Spring semesters (Monday - Thursday 7:30 a.m. - 9:00 p.m., Friday 7:30 a.m. - 2:00 p.m., Saturday 10:00 a.m. - 2:00 p.m.) During intersessions hours are slightly reduced with no weekend hours.

Salary and Benefits

Salary and other terms of employment are competitive. Placement is on the District [Contract Monthly Faculty Salary Schedule](#).

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

The Selection Process

The District application and all supporting materials must reach Human Resources by 12:30 p.m. on Friday, March 2, 2012. A postmark is not acceptable for this purpose. Applications or supporting documents **cannot** be submitted electronically or by FAX transmission. Incomplete applications will not be accepted.

Mail District application and supporting documents to:

Human Resources (C204)
Pasadena City College
1570 E. Colorado Blvd.
Pasadena, CA 91106

To request the District application by telephone, call 626.585.7257.

The hiring committee will review, evaluate, and consider applications and supporting materials received by the deadline. Meeting the minimum qualifications does not assure the candidate 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.

The college president will conduct a final interview and recommend a candidate to the Board of Trustees.

Supporting Documents

For full consideration, applications **MUST** include all items in the order listed below.

An incomplete application packet will not be accepted.

1. [Official District application form](#)
2. A list of at least five references (name, address, phone number, and position)
3. 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."
4. Professional resume
5. Transcripts (unofficial copies are acceptable). **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.**
6. Three recent letters of recommendation (**must be dated within 12 months from date of the application and included with the application packet**)
7. A brief (one page) separately attached statement outlining your experiences with the Web 2.0 environment and how you envision its use in the delivery of information resources and services to our diverse campus community.

Note: 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.

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.

Applicants must be available for interviews at Pasadena City College at no cost to the District.

If accommodations are needed for the application process in compliance with the Americans with Disabilities Act, please inform Human Resources. The application/interview process may involve speaking, reading, writing, and answering questions or other test-taking procedures. If you believe you may need reasonable accommodation to perform any of these tasks, need to inquire as to the specific nature of the tasks, or to assure physical access to the interview site, please contact Human Resources at 626.585.7388 and ask for the individual responsible for the scheduling and monitoring of employment interviews.

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.

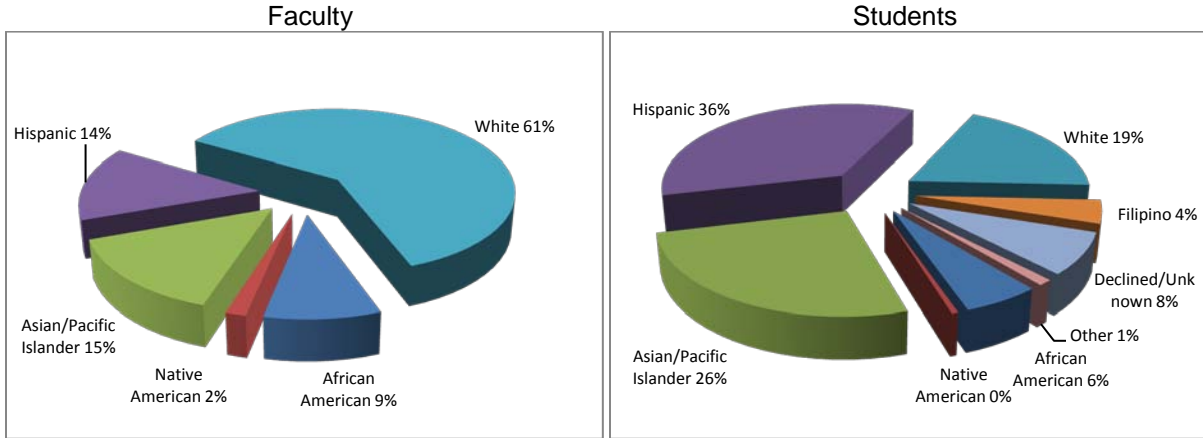
Crime awareness and campus security information are available from Campus Police and Safety. (Public Law 101-542)

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.

General inquiries regarding the position and/or District employment should be directed to Human Resources.

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

Fall 2010 Ethnicity Totals



Posted: 01/24/12 pp