

**GROSSMONT-CUYAMACA COMMUNITY COLLEGE DISTRICT**

**STRATEGIC HIRE REQUEST**

**07/26/2021**

Date

Site	Position	Justification
<input checked="" type="checkbox"/> GC <input type="checkbox"/> CC <input type="checkbox"/> DS	<p><b>Please include:</b></p> <p><b>Position Title:</b> Library Technician II</p> <p><b>Position #:</b> CL-00167</p> <p><b>FTE:</b> 1.0</p> <p><b>Level:</b> Unit/Classification CSEA</p> <p><b>Department:</b> LRC- GC College Library</p>	<p>1. This position will assist students, organize library materials and information, and do a variety of clerical and administrative tasks. This position will be assigned evening hours to ensure adequate staffing in the LTRC in the evenings.</p> <p><b>Key responsibilities of position include:</b></p> <ul style="list-style-type: none"> <li>• Loan library materials to students and collect returned materials.</li> <li>• Sort and re-shelve returned books, periodicals, and other materials.</li> <li>• Catalogue and maintain library materials.</li> <li>• Handle interlibrary loans.</li> <li>• Answer routine reference questions from students.</li> <li>• Teach students how to use library resources.</li> <li>• Maintain computer databases used to locate library materials.</li> <li>• Perform routine clerical tasks such as answering phones and organizing files.</li> <li>• Help plan and participate in special programs, including outreach programs.</li> <li>• Supervise student workers.</li> <li>• Ensure that appropriate cleaning, physical distancing, protective face covering, clear signage, and other necessary guidelines are being followed.</li> <li>• Provide evening shift coverage.</li> </ul> <p>In recent months, our previous LTR Supervisor (Melissa Takagi) resigned (10/2020), and two library technicians retired. As a result, library staffing has been reduced from an LTR Supervisor and 5 library technicians to currently 3 library technicians and no supervisor. While this level of staffing has been adequate in the remote environment, it will present many challenges for when we fully reopen the LTRC.</p> <p>Additionally, this position will be assigned evening hours to ensure adequate staffing and supervision in the LTRC in the evenings. This position is critical if the library is expected to be open and providing services during evening hours beginning in spring 2022. We are hoping for a January 2022 start date for this position.</p> <p>2. <b>Current status of position?</b> Filling a replacement position included in the budget (vacancy due to retirement). (11/2020).</p> <p>3. <b>Strategic Staffing Rationale</b> Please address at least one of the following items when answering</p>

		<p>the questions below (provide specific details):</p> <ul style="list-style-type: none"> <li>a. <b>Health and safety priorities – this individual will help ensure that appropriate cleaning, physical distancing, protective face covering, clear signage, and other necessary guidelines are being followed in the LTRC.</b></li> <li>b. <b>Critical Threshold of educational or support services – this position fully utilizes various library-related resources ensuring students have full access to essential learning tools.</b></li> <li>c. <b>Essential Supervision – this position oversees and directs the work of hourly employees.</b></li> </ul> <p><b>4. Budget Impact – Identify the Following:</b></p> <ul style="list-style-type: none"> <li><input type="radio"/> Is position included in the current budget? <b>Yes / No</b></li> <li><input type="radio"/> Funding Source? <b>Unrestricted / Restricted</b></li> <li><input type="radio"/> Smartkey and Salary Object: 1341003-2110</li> <li><input type="radio"/> Annual Salary at Step B: \$48,756</li> </ul>