



AFSCME JOB POSTING

BID OPENS: 08/30/21 – 09/06/21

POSTING OPENS: 08/30/21

POSTING CLOSES: 09/20/21

In accordance with Article 12 of the Agreement with AFSCME, Council 5, the following position(s) is vacant and will be filled as soon as possible. Only eligible employees as defined by the provisions of Article 12, Section 6, may submit a bid for the vacancy. Article 12, Section 6, states in part "any employee, who has successfully filled a vacancy via a bid, shall not be entitled to bid on another vacancy for a period of six (6) months following the date upon which the employee exercised the bid." Unclassified and probationary employees are not eligible to bid. If you wish to indicate an interest in one or more of these vacancies, you must submit a written bid or letter of interest to the Human Resources Office. Bids or letters of interest must be received in the Human Resources Office by 4:30 p.m. on the closing date in order to be eligible for consideration. No bids will be accepted via telephone.

CLASSIFICATION Library Technician

WORK AREA Educational Services - Coon Rapids Campus Library

HOURS OF WORK Monday-Friday (07:30 am- 4:30 pm) with possible rotation on Saturdays during the academic year as needed.

EMPLOYMENT CONDITION Full-time, Unlimited, Classified

SALARY RANGE \$18.16 -\$25.24 hourly/\$37,918-\$52,701 annually

THE COLLEGE COMMUNITY

Anoka-Ramsey Community College is an open-door, comprehensive higher education institution committed to excellence in teaching and learning. We are committed to responding to the educational needs of our changing communities and to providing opportunities for enhancing knowledge, skills, and values in a supportive learning environment. Our goal is to strive for inclusive excellence in our commitment to preparing all students and employees for success.

The aligned institutions of Anoka-Ramsey Community College (ARCC) and Anoka Technical College (ATC) are members of Minnesota State. With over 100 degree, certificate, and transfer programs across three campuses, ARCC and ATC have served the citizens of the Twin Cities and East Central Minnesota since 1965. We recognize and assert the value of inclusion as an ethical imperative and as a necessity for academic rigor, student success, and lifelong learning.

Our commitment to inclusive excellence seeks to extend beyond academic offerings to meet diverse student interests as well as regional and economic needs. ARCC has campuses in both Cambridge and Coon Rapids, Minnesota. Annually, the two colleges (three campuses) serve more than 16,000 learners of all ages and ethnicities as they pursue associate degrees that transfer as the first two years of a bachelor's degree, or technical and certificate programs that lead immediately to rewarding careers. The student population at ARCC is composed of 0.5% American Indian/Alaska Native, 5.9% Asian, 9.2% Black or African American, 5.6% Hispanic of any race, 0.1% Native Hawaiian/Other Pacific Islander, 65.7% White, and 4.6% multiracial and 22.5% first-generation students.

Our college prides itself in our support for students' holistic needs and we have many students who are first-generation students, students with disabilities, veteran students, nontraditional students, and students who identify as LGBTQA. We are also committed to creating a vibrant and diverse community of



employees at ARCC, with 15% of our current employee population being people of color. For more information about our college, please visit our website at <http://www.anokaramsey.edu>.

POSITION PURPOSE

As an integral part of the educational process, the mission of the Anoka-Ramsey Community College Library is to provide curriculum resources and access to broader materials and instruction about a variety of learning resources. The College Libraries have a service philosophy which promotes equitable and inclusive access to, and instruction on, information for students, staff and faculty. While our print and online collections primarily support the college curriculum, they also allow for personal enrichment and professional development. The collections reflect a diversity of viewpoints, academic abilities, and cultural backgrounds.

This position provides oversight for the following areas: Circulation, Technical Processing, Cataloging, Course Reserves, and Interlibrary Loan, and assists with hiring and training of student workers. As such, the Library Technician will help foster a welcoming atmosphere by answering inquiries on services and resources, ensuring materials are efficiently processed and maintained, and working collaboratively with library faculty and college personnel.

The home campus for this position is the Coon Rapids Campus with some occasional travel possible to the Cambridge Campus. The Library Technician will generally work Monday – Friday from 7:30am – 4:30 pm with a possible rotation on Saturdays (during the academic year) from 9:00am – 1:00pm, and evenings from 9:30am-6:00pm or 11:30am-8:00pm as needed.

MINIMUM QUALIFICATIONS

- Working knowledge of library classification system(s) and standard library reference tools sufficient to assist clients in locating materials and conducting research
- Ability to apply and support detailed coding or cataloging systems sufficient to create tracking for new print and non-print library acquisitions and locate and replace existing materials.
- Ability to operate personal computers, use various software and web-based applications, and other office equipment sufficient to locate catalog information, word-process documents, complete forms and prepare reports.
- Ability to communicate effectively orally and in writing sufficient to determine and respond to the informational needs of clients of varied educational levels and backgrounds; to train, direct and evaluate work of student clerical staff; and to assist the professional library staff to maintain the library collection according to library policy and procedures.

PREFERRED QUALIFICATIONS

- Ability to communicate and collaborate effectively with constituents in a diverse multicultural and multiracial community.
- Library Information Technology degree, certificate, or related coursework/experience
- Academic library work experience
- Work experience using library catalogs and databases such as Alma, OCLC and MnPALS systems
- Ability to adapt to changing technologies, systems, and procedures

APPLICATION PROCEDURE



Anoka-Ramsey Community College is an equal opportunity employer. We seek applicants with deep connections to the cultural communities to which our students belong. Applicants of color, veterans, and people with disabilities are highly encouraged to apply.

This position is posted on the State of Minnesota website at <https://mn.gov/mmb/careers/search-for-jobs/> from August 30, 2021 – September 20, 2021. The Job ID is 48466. Please complete the online application form and upload your **combined** resume and DE&I Statement in **one** document by the deadline. Please see DE&I Statement prompt below.

DE&I Statement Prompt: Diversity, Equity and Inclusion work is the responsibility of the entire college, including our faculty and staff. Describe how you would be able to support the efforts of [Equity 2030](#) and the campus work of Diversity, Equity and Inclusion for the position for which you are applying.

Within your application material, please address how you meet all minimum qualifications and any preferred qualifications for this position. Incomplete applications may not be accepted.

NOTICE: In accordance with the Minnesota State Vehicle Fleet Safety Program, employees driving on college/university business, whether using a rental or state vehicle, shall be required to conform to Minnesota State's vehicle use criteria and consent to a Motor Vehicle Records check.

The safety of all members of ARCC is of vital concern. The Clery Act Campus Crime & Security Report is available to perspective employees at <http://www.anokaramsey.edu/about-us/safety-security/>. The campus Title IX Coordinator is Michael Opoku and can be contacted at michael.opoku@anokaramsey.edu or (763) 433-1272.

It is our commitment to insure the selection process for this position is accessible to all candidates. Please contact the Anoka-Ramsey Human Resources Office, (763) 433-1160, to obtain these materials in an alternative media and/or to request a reasonable accommodation during the selection process.

Anoka-Ramsey Community College is an equal opportunity institution and employer.