



Memorandum of Understanding

between

California School Employees Association and its Merced College Chapter 274
and the
Merced Community College School District

This memorandum of understanding is agreed to between the California School Employees Association and its Merced College Chapter 274 ("CSEA") and the Merced Community College District ("District") regarding attached changed job specification.

WHEREAS, the parties met on April 15, 2024 to bargain the Library/Media Technician I/II positions.

THEREFORE, the parties agree to the following, effective upon ratification by CSEA Chapter 274 and adoption by the Merced College Board of Trustees:

- 1) Maintain the existing Library/Media Technician II, Range 21 position at the Los Banos campus as is.
- 2) Change the Library/Media Technician I/II (Ranges 18 and 21) on the main campus to Learning Services Specialist at Range 21.

For CSEA

For the District

Sandra Goudy

[Sandra.Goudy \(May 14, 2024 08:02 PDT\)](#)

CSEA Chief Negotiator, Sandi Goudy

Chris Vitelli

Superintendent/President, Chris Vitelli

Darwin Duncan

[Darwin Duncan \(May 14, 2024 09:19 PDT\)](#)

CSEA LLR, Darwin Duncan



MERCED COMMUNITY COLLEGE DISTRICT

LEARNING SERVICES SPECIALIST

Class specifications are intended to present a descriptive list of the range of duties performed by employees in the class.

SUMMARY DESCRIPTION

Under general supervision, incumbent will provide services to students, perform technical functions, assist in program administration, and support operations in the Learning Resource Center (LRC), including essential functions in both the library and the Student Success and Tutorial Center (SSTC).

REPORTS TO

Director or Dean

SALARY RANGE

21

REPRESENTATIVE DUTIES

1. Provides technical support in LRC service areas, including but not limited to the following areas; circulation services; subscription database and periodical collection ordering and maintenance; and materials, book, and media collection ordering and maintenance
2. Prepares and maintains several functions in the automated library and SSTC system and maintains records in that system
3. Provides direct service to students, staff and faculty
4. Establishes and maintains information on student obligations and coordinates placement of obligations on student records with the Student Fees Office; accepts and evaluates tutoring applications of potential program participants; oversees and/or assists in the selection, interviewing, scheduling, training, and oversight of LRC student assistants
5. Establishes parameters for and maintains the relevancy and currency of one or more of the library collections, including entering and updating information in the automated library system. These include but are not limited to the following:
 - a. instructor reserve collection
 - b. records of stolen and damaged materials and media
 - c. periodical and subscription database holdings
 - d. information book and media collections including input into the national bibliographic database
6. Establishes and maintains files on all active subscriptions and contracts, accounting and correspondence records
7. Creates, compiles, organizes, and maintains a variety of statistical information necessary for library, SSTC, college, state, and federal reporting and submits reports through the designated automated system
8. Under direction of the director or dean, assists the faculty, staff and management in providing training and access for students, faculty, and staff to LRC and SSTC technology and services
9. Troubleshoots and performs minor repairs on technology and materials; coordinates with contractors and technical support for maintenance and repair
10. Enforces District and LRC policies and procedures and supervises public areas

11. Assists in inventory
12. Plans and facilitates workshops, presentations, orientations, and in-services trainings
13. Coordinates with Instructional and Student Services departments regarding support services for students
14. Assists with budget preparation and securing funding from outside agencies. Monitors the status of program accounts
15. Assists in conducting surveys and compiling reports regarding student support service needs
16. Other related duties as assigned

QUALIFICATIONS

Knowledge of...

- Library, LRC, and SSTC technical practices, terminology, and procedures
- Computer office applications including Microsoft Office applications
- Student Information System/Enterprise Resource Planning
- SIRSI automated library system
- Book publisher and book vendor policies and procedures
- Online database vendor policies and procedures
- Merced College policies and procedures
- Supervision and training techniques
- Accounting and bookkeeping principles and methods
- Business communication
- Modern office methods, procedures, and equipment
- Basic computer and printer operations
- Basic English usage, good grammar, and good punctuation

Ability to...

- Evaluate situations and appropriately enforce college policies and procedures
- Schedule, assign, train, and supervise a variety of staff and student workers
- Follow oral and written directions
- Give and evaluate responses to oral and written directions
- Type at 40 net words per minute
- Maintain accurate records including contracts and accounts
- Operate a variety of equipment
- Work cooperatively with others
- Communicate with a wide variety of staff and faculty
- Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds of community college students

REQUIRED EDUCATION AND EXPERIENCE

Education/Training/Experience

Associate's degree **OR** High School diploma **OR** GED **AND** three (3) years applicable experience **OR** the equivalent education and experience.

License or Certificate

None

DESIRED QUALIFICATIONS**Education/Experience**

None

License or Certificate

None

PHYSICAL DEMAND AND WORKING ENVIRONMENT

The conditions herein are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individual with disabilities to perform the essential job functions.

Environment

Work is performed primarily in an office environment with some travel to different sites; incumbents may be required to work extended hours including evenings and weekends.

Physical Ability to...

- Work at a desk, conference table or in meetings of various configurations
- Hear and understand speech at normal levels
- Communicate so others will be able to clearly understand normal conversation
- Read printed matter and computer screens
- Stand or sit for prolonged periods of time
- Bend and twist, stoop, kneel, crawl, push, pull
- Lift, carry, push, and/or pull moderate to heavy amounts of weight
- Operate office equipment requiring repetitive hand movement and fine coordination including use of a computer keyboard
- Reach in all directions

Vision

See in the normal visual range with or without correction.

Hearing

Hear in the normal audio range with or without correction.

4/2024