Employment Opportunity
Library Computer Systems Technician
CL07-07 (Library)

Apply by: Tuesday, March 27, 2007 at 4:00 p.m.

About the Position
This full time assignment will manage all aspects of the Library’s computer system at the Aptos campus. In addition, a Library Computer Systems Technician position eligibility pool may be established in order to fill other part-time or substitute assignments as needs arise.

Examples of Duties
Under direction of the Librarian/Learning Resources Director,
• Manage systems and user processes
• Analyze server log files
• Setup, maintain and troubleshoot terminal port configuration files
• Analyze server performance and stability
• Analyze local and Internet-wide TCP/IP connection interfaces
• Provide analysis of statistics and errors on UNIX servers
• Manage system security at both local and Internet-user levels
• Install, maintain and troubleshoot UNIX system hardware and backup systems
• Perform UNIX shell programming and process setup and maintenance
• Troubleshoot connectivity of web services
• Analyze and author HTML documents as needed
• Maintain and troubleshoot CD-ROM server software and peripherals
• Troubleshoot hardware to software data interfaces for both Windows and Macintosh workstations
• Perform network driver installation, analysis and troubleshooting for library connectivity
• Train staff in Internet fundamentals and in world-wide networking, including Internet software and application usage
• Train staff in the use of desktop and patron-use software and interfaces, including operating
• Train staff in the use and preparation of HTML encoded documents
• Maintain an awareness of current products and changes in library practice with regard to automation issues by such activities as monitoring list-serves
• Perform related duties as required and/or assigned

Qualifications
Two years of college level coursework and two years of experience working with the operating systems and hardware configurations outlined above, preferably in a library environment; OR equivalent to graduation from a four-year college or university with major coursework in computer science, mathematics, computer engineering or a closely related field AND one year of experience working with the operating systems and hardware configurations outlined above.
Knowledge of:

- UNIX operating system fundamentals, including daemon and user process management, TCP/IP administration and security, systems log file analysis, and Internet applications in the UNIX environment
- TCP/IP connectivity on multiple desktop platforms, as well as the interfacing with Netware IPX at the workstation level
- Windows operating systems
- Workstation, server, and peripheral hardware on multiple platforms
- CD-ROM inter-network connectivity and interfaces
- World Wide Web server platforms and server software
- Basic Ethernet network interfacing at the desktop level

Skill in:

- UNIX and TCP/IP system-level administration
- Installation, maintenance, and troubleshooting of server and desktop hardware and software
- The use and interfacing of TCP/IP applications, maintenance of TCP/IP connectivity
- Lab-level server and network administration
- Basic troubleshooting of Ethernet cabling at the workstation level
- UNIX system administration at the TCP/IP administration and application levels
- Installation and customization of software applications for library program needs; keep abreast of changes in technology
- Installing, setting up and customizing Internet workstations on multiple platforms
- Configuring and troubleshooting UNIX workstations and terminals
- Installation, repair, and troubleshooting for workstation and server hardware and software
- Performance of data backups, restorations and recoveries
- Provision of analysis and utilization recommendations of desktop, student application
- Internet software and E-mail services for library program delivery
- Make mathematic calculations accurately and rapidly
- Provide connectivity for local area and wide area network applications

Other Requirements:

- Must be able to safely lift and move boxes and equipment weighing up to 40 pounds
- Must be willing to work off-hour shifts, including evenings and weekends, as required
Salary  *$3474.67 to $3832 per month to start, plus benefits; seven step schedule to $4657.58 per month. Full-time, 12 months per year; Monday through Friday, 8:00 a.m. to 5:00 p.m. Hours may include evening and weekend work, as needed. Position scheduled to begin as soon as possible, pending funding and Governing Board ratification. Salary and benefits are subject to proration based on beginning date of assignment.

*Cabrillo College reserves the right at its discretion to hire classified employees at a higher starting step placement, up to step three, in acknowledgement of an individual’s previous job-related experience, education and/or relevant other credentials or factors as may be determined upon submission of appropriate written documentation.

Cabrillo College provides a benefit stipend up to $5,894.40 per year for employee only and up to $11,168.28 per year for employee plus one dependent, and $15,360.72 per year for employee plus two dependents, for medical, dental, life insurance and long-term disability insurance.

Each employee hired into a classified position shall contribute to membership dues or service fee or charitable contribution at the current rate of gross salary per month.

How to Apply  Application forms may be obtained through the Human Resources web site:  http://www.cabrillo.edu/services/hr/apps/index.html OR at the office location noted below:

Cabrillo College, Human Resources Department  
6500 Soquel Drive, Aptos, CA 95003  
Phone: (831) 479-6217  
Fax: (831) 477-3545

*EACH APPLICANT MUST SUBMIT:

a) Completed and signed Cabrillo College application  
b) Resume – job related  
c) One to three recent letters of recommendation which address the candidate’s ability to perform the duties of this position  
d) Criminal History Inquiry Supplemental to Application  
e) Verification of educational qualifications (Foreign transcripts must be translated to determine equivalency to U.S. standards. Any fee for such translation is paid by the applicant).  
   • Transcripts from all colleges attended (copies are acceptable) OR official proof of request for transcripts to demonstrate the qualification re: college coursework listed in this announcement. If selected, it is the responsibility of the candidate to provide official transcripts, diplomas, degrees, or other documents as may be required.

*If any of the above materials are not submitted with your application packet, your materials will be deemed incomplete and will not be forwarded to the committee for screening.

Please notify the Human Resources Department if you require any special accommodation(s) in meeting these requirements.
Selection Procedure  Applications will be reviewed by a search committee, which will determine the applicants to invite for interviews based on appraisal of qualifications as documented by application materials submitted.

Candidates selected for employment with Cabrillo College must agree to be fingerprinted, provide current tuberculosis test results, provide proof of eligibility for employment in the United States and present a valid Social Security card upon hire.

Application Deadline  All application materials MUST be received in the Human Resources Department by: 4:00 p.m., Tuesday, March 27, 2007. (Postmarks or e-mail transmittals are not accepted.)

Cabrillo College seeks applications from all qualified individuals. It is the continuing goal of Cabrillo College to hire and retain staff that reflect the rich diversity and cultural heritage of the college district and its student body.