



California State University, Fresno

Library Services

Vacancy # 12356

General Information:

California State University, Fresno is one of 23 campuses in the California State University System. The University's mission is to offer high-quality educational opportunities to qualified students at the bachelor's and master's levels, and in certain applied disciplines, at the doctoral level. The current student enrollment is approximately 23,000, including a large percentage of students with diverse and culturally rich backgrounds. The University serves the San Joaquin Valley while maintaining deep involvement with the state, nation, and world. California State University, Fresno promotes student learning and community engagement through faculty scholarship and service learning opportunities in collaboration with community organizations, educational institutions, industry, business and government. The University was one of the first U.S. Colleges and Universities to be selected by The Carnegie Foundation for the Advancement of Teaching for its Community Engagement Classification.

Metropolitan Fresno, with a multi-ethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoia National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes, and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

Library Services Specialist III

Salary:Salary Range: \$3,371 - \$5,393 per month Anticipated Starting Salary: \$3,371 - \$3,876 per month
Note: This is a regular, full-time position.

Overview:The Henry Madden Library supports the university mission of education, research, and service. To this end, the Library selects, develops, manages, and provides access to information resources; promotes the critical use of information for learning and research; and presents cultural and scholarly programming that serves the campus, region and beyond. The person in this position assists the Head of the Digital Services Division in planning, organizing and implementing policies and procedures for the unit and coordinating activities and communicating with other library units. The incumbent provides all aspects of lead work direction including assisting in employee selection, training employees in new work procedures, assigning work, organizing work flow and establishing priorities, reviewing work, providing input to performance evaluations and promoting teamwork to optimize effectiveness.

Position Summary:In consultation with the Head of Digital Services Division: - Oversee the operational workflow of the materials processing staff - Direct and train electronic resources support staff - Identify operational problems, discrepancies and inconsistencies and work to resolve those issues - Create and revise procedure documentation and workflow in coordination with other interrelated library units - Collaboratively work with cataloging librarians to resolve issues regarding cataloging aspects of the library's automated and online catalog systems - Load authority records - Consult with other campus departments as needed regarding problems encountered when cataloging particular items Secondary duties of the job include: - Cataloging and metadata creation - Perform other duties as assigned

General Information:California State University, Fresno is one of the 23 campuses of the California State University System. The University's mission is to offer high quality educational opportunities to qualified students at the bachelor's and master's level, as well as in joint doctoral programs in selected areas. The University serves the San Joaquin Valley while interacting with the state, nation and world. Through transformational applied research, technical assistance, training and other related public service activities, the university builds partnerships and linkages with business, education industry and government. The University competes athletically in Division I-A and is a member of the Mountain West Athletic Conference. The current enrollment is approximately 22,150 students from diverse backgrounds, which creates a culturally rich environment. The campus, which has been designated as an arboretum, is spread over 1400 acres. Metropolitan Fresno, with a multiethnic population of over 600,000, is located in the heart of the San Joaquin Valley on the western edge of the Sierra Nevada Mountain Range. The campus is within easy driving distance of San Francisco, Los Angeles, Yosemite, Kings Canyon and Sequoias National Parks, the Monterey Peninsula, Lake Tahoe, beaches, sailing, lakes and numerous ski resorts. Fresno boasts one of the most reasonable housing markets in California and offers a wide array of locally grown fruits and produce.

Knowledge, Skills & Abilities:- Comprehensive and in-depth knowledge of cataloging operations, principles, policies, practices and procedures and their relation to overall library functions and other units. - Thorough understanding of OCLC - Knowledge of cataloging rules and instructions, Library of Congress classification, and MARC bibliographic records. - Strong communication, (e.g. verbal and written) and interpersonal skills required. - Ability to: - Apply cataloging expertise and judgment to address unique problems. - Perform detailed work with great accuracy and proficiency. - Analyze and use judgment in interpreting policies and procedures to solve problems. - A history of regular attendance and positive performance evaluations.

Education and Experience:- Bachelor's degree from an accredited four year college or university or equivalent library experience - Experience in electronic resource management - Demonstrated experience in: - Online catalog systems, including database maintenance functions. - Library automated systems.

Specialized Skills:- Strong organizational skills to oversee and lead work flow in unit. - Experience working with MarcEdit software. - Ability to set up and load bibliographic records for various electronic

packages.

Preferred Skills:- Experience with creating metadata for an institutional repository

Filing Deadline: Applications received by October 21, 2014 will be reviewed for minimum qualifications and given full consideration by the hiring manager and/or search committee. Qualified applicants received after that date will be forwarded upon request to the hiring manager and/or search committee.

Application Procedures: An online application, a resume, and three professional references, including telephone numbers, are required. A cover letter that addresses your qualifications for the position is also required. Full consideration will not be given to applicants who fail to complete all application requirements. Pursuant to Executive Order 1088, reasonable accommodation is to be provided upon request from an employee or applicant with disabilities, unless doing so would impose an undue hardship on the campus. What constitutes a reasonable accommodation is to be determined by the campus on a case-by-case basis after it has received the individual's request for accommodation and engaged in an interactive process. Employees or applicants requiring reasonable accommodation should contact Human Resources directly at (559) 278-2032.

How To Apply: To apply for this or any open position at Fresno State visit our online employment site at: <http://jobs.csufresno.edu/>

Other Requirements: Pursuant to the requirements of the Immigration Reform and Control Act of 1986, any offer of employment is contingent upon verification of individual's eligibility to be employed in the United States. Necessary background investigations will be conducted, as required, depending upon the job requirements of position. These could include, but are not limited to, processing of fingerprints through the Department of Justice and FBI and degree and license verification upon employment. An offer of employment may be withdrawn or employment may be terminated based upon the results of these verifications. Full disclosure of all misdemeanors and felonies should be made in connection with this application. California State University, Fresno annual security report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings or property owned or controlled by Fresno State, and on public property within, or immediately adjacent to or accessible from the campus. The report also includes institutional policies concerning campus security, alcohol/drug use, crime prevention, reporting of crimes, sexual assault, and other matters. You can obtain a copy of this report by contacting the Campus Police Department or by accessing the following web site: <http://www.fresnostate.edu/adminserv/police/clery/index.html> The person holding this position is considered a "mandated reporter" under the California Child Abuse and Neglect Reporting Act and is required to comply with the requirements set forth in CSU Executive Order 1083 as a condition of employment. You can obtain a copy of this Executive order by accessing the following web site: <http://www.calstate.edu/eo/EO-1083.html> This position may be a "designated position" in the California State University's Conflict of Interest Code. The successful candidate accepting this position may be required to file Conflict of Interest forms subject to the regulations of the Fair Political Practices Commission.

Other Applicant Information: Applicants will receive confirmation of receipt of their application materials via automatic email reply. In addition, qualified applicants will receive email notification at the conclusion of the recruitment process. It is the policy of the California State University to fill vacant positions represented by the California State University Employees' Union (CSUEU) with qualified applicants currently employed on the campus. Other applicants may be selected when it is necessary to meet the best interests of the campus by obtaining specialized skills and abilities not available from campus applicants.

Equal Employment Opportunity: California State University, Fresno is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, or protected veteran status.

IMPORTANT NOTICE TO APPLICANTS: Thank you for your interest in a non-faculty position at Fresno State. Please note that with the exception of designated sensitive positions, applicants selected for an interview are required to respond within 72 hours to an important question regarding a conviction history. Failure to respond within this timeframe will subject you to elimination for further consideration. As a Fresno State applicant, you are responsible for checking and responding to this email within the required deadline.