### CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>LIBRARY ACQUISITION COORDINATOR (Library Services Specialist IV)</th>
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<tbody>
<tr>
<td>Recruitment #:</td>
<td>#2129</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
</tr>
<tr>
<td>Employment Type:</td>
<td>Permanent</td>
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<tr>
<td>Bargaining Unit:</td>
<td>R09</td>
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<tr>
<td>Salary:</td>
<td>$3,571 - $6,184 per month</td>
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<tr>
<td>Department:</td>
<td>Walter W. Stiern Library</td>
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<tr>
<td>Available:</td>
<td>Immediately</td>
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<tr>
<td>Special Conditions:</td>
<td>Background/ Fingerprint</td>
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<tr>
<td>Sensitive Position:</td>
<td>Yes</td>
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<tr>
<td>Posted:</td>
<td>March 3, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>March 17, 2017</td>
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**THIS RECRUITMENT IS AVAILABLE TO CURRENT ON-CAMPUS EMPLOYEES ONLY.**

**APPLICATION PACKET REQUIREMENTS**

This position requires (including those on campus) submission of:
- A standard CSU, Bakersfield job application (download at: http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html)
- Names of three professional references
- Copy of degree/transcripts/typing certificate, if required
- Brief description of how you are qualified for this position by virtue of your interest, aptitude, education and experience required.

Incumbents at this level perform the most complex paraprofessional and/or specialized library functions to support library operations and programs. Work often requires advanced subject knowledge and/or broader or more in-depth expertise in library operations, practices and principles as well as the regular application of paraprofessional expertise and judgment. Because of their advanced functional expertise, incumbents often are responsible for overseeing daily operations of (a) large or significant library unit(s), including directly or indirectly providing lead work direction to other library and clerical staff, as well as student workers assigned to the unit(s). Additionally, they may be involved in supporting the unit’s budgetary and/or other administrative functions.

**DUTIES:** The primary function of the Library Acquisitions Specialist is to procure various materials needed to support the university’s curriculum through the use of the Unified Library Management System (ULMS). Resource purchasing requires careful financial analysis and reporting. Purchased resources often require special handling, monitoring, and coordinating. The incumbent analyzes, evaluates, coordinates, implements, and manages workflow in Acquisitions to ensure maximum efficiency and productivity. The Acquisitions Specialist works closely with the Library Staff Manager (MPP) and keeps the Staff Manager apprised of ordering activities, expenditures, workflows, and other operational activities. This position reports to the Library Staff Manager and the Dean of University Library.

*California State University, Bakersfield* is committed to Equal Employment Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, genetic information, marital status, disability or covered veteran status.
The Acquisitions Specialist performs the following functions:

- Inputs budgets, ledgers and funds in the Unified Library Management System;
- Monitors and reconciles budgets for the procurement of materials for the library using a variety of private and public funding sources;
- Conducts searches and purchases materials, licenses, and rights for a variety of library resources;
- Creates vendor profiles for purchase order management and budgeting;
- Assigns budgets, financial statistics, vendors, purchase orders; etc. to complete acquisitions processes.
- Searches and imports of bibliographic records as required
- Trains and oversees cataloging staff using set guidelines in RDA (Resource Description and Access), the new cataloging standard that replaced AACR2.
- Receives, invoices and reconciles expenditures at year-end close.
- Conducts complex searches for specialized or rare materials.
- Other duties as assigned.

REQUIRED QUALIFICATIONS: Requires completion of a high school program or equivalent and three years of recent (within 3 years) related professional library experience. Committed to working with diverse populations and to American Library Association Code of Ethics. The Acquisitions Specialist must have a comprehensive and in-depth knowledge of:

- Library operations related to acquisitions;
- Principles, policies, practices and procedures and their relationship to overall library functions and the ability to apply this expertise and judgment to address unique problems;
- The library collection itself, its organization, and classification schemes;
- External on-line databases, systems and resources and trends pertaining to assigned functional area, including expertise in searching strategies;
- Institution’s and library’s policies and practices associated with ethical use of and access to library and on-line resources, as well as general knowledge of library bill of rights and code of ethics;
- National standards and resources pertaining to library operations, including the ability to source and interpret information from such resources;
- National and institutional standards pertaining to copyright and intellectual property protection and the ability to apply this knowledge to ensure full compliance with legal requirements;
- The library’s automated and on-line catalog systems, including database maintenance functions;
- Ability to participate in long range planning through the collection, organization, analysis, and interpretation of data and information;
- Library accounting and budget policies and procedures, including the ability to collect, organize and analyze data to support planning and budgeting;
- All aspects of lead work direction and campus human resource and payroll policies and procedures.

PREFERRED QUALIFICATIONS:

- Bachelor’s Degree and five years of experience as a library acquisition coordinator. Five years of experience working with the public.
- Five years of experience working with library computer systems.
- Library Science education and background.
- Demonstrated skills in an institutional/educational environment utilizing a customer-oriented and service-centered attitude.

SCREENING: Only those applicants possessing experience most directly related to the immediate needs of the office will be invited to appear before a Qualifications Appraisal Board for the purpose of appraising training, experience and interest in the position.

CALIFORNIA STATE UNIVERSITY EMPLOYEES UNION: It shall be the policy of the CSU in filling vacant CSUEU bargaining Units 2, 5, 7 & 9 positions to fill such vacancies from among qualified individuals currently employed on-campus except when it is determined that it is necessary to appoint outside applicants to meet campus workforce diversity goals or to provide specialized skills and abilities that are not available from current employees.

BACKGROUND CHECK: A background check (including a criminal records check) must be completed satisfactorily before any candidate can be offered a position with the CSU. Failure to satisfactorily complete the background check may affect the application status of applicants or continued employment of current CSU employees who apply for the position.

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SENSITIVE POSITION: Sensitive positions are designated by the CSU as requiring heightened scrutiny of individuals holding the position, based on potential for harm to children, concerns for the safety and security of the people, animals, or property, or heightened risk of financial loss to the CSU or individuals in the university community.

MANDATED REPORTER: 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.

GENERAL INFORMATION: It is the policy of California State University; Bakersfield to hire only United States citizens and aliens lawfully authorized to work in the United States. All new employees will be required to present documentation verifying their right to accept employment. You will also be requested to present a social security card at the time of initial appointment in compliance with state payroll regulations. State regulations require that every state employee sign the Oath of Allegiance prior to commencing the duties of his/her State employment, except legally employed non-citizens. These individuals are required to sign the Declaration of Permission to Work.

APPLICATION PROCEDURE: Official California State University, Bakersfield application forms must be completed in full and received in the Human Resources Office by 5:00 p.m. on/or postmarked by the specified closing date, unless otherwise indicated. Resumes are welcomed but will not be accepted in place of the official application. E-mailed or faxed applications or resumes will also not be accepted.

Applications are available outside the Office of Human Resources and may be downloaded from the Human Resources website. Candidates who reside outside the city of Bakersfield may contact the Office of Human Resources and request that an application be mailed to their residence. It takes a minimum of 4-6 weeks from the closing date for a position to be filled.

To check the status of your application, go to the Human Resources’ Job Opening/Status Inquiry page at http://www.csub.edu/bas/hr/EmployRecruit/Job%20Status%20Inquiry/index.html and click on the “Job Status” icon link. Applicants will not receive individual notifications. Upon submission, all application materials become the exclusive property of California State University, Bakersfield and will not be copied or returned.