Position Title: LIBRARY ELECTRONIC RESOURCE MANAGEMENT COORDINATOR (Library Service Specialist II)

Recruitment #: #2159

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,101 - $5,369 per month | Non-Exempt

Department: Walter W. Stiern Library

Available: July 1, 2017

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: May 25, 2017

Closing Date: June 9, 2017

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.

California State University, Bakersfield seeks a productive and effective Library Services Specialist Electronic Resource Management Coordinator. Incumbents at this level work independently to perform more complex technical tasks in a specified functional area within a library unit and may provide functional oversight for assigned area within a library unit and may provide functional oversight for assigned area. Incumbents also may be responsible for coordinating work of student workers assigned to the area and may participate in hiring, training, evaluating and payroll processing of student workers.

DUTIES: Under the direction of the Library Services Staff Manager and Electronic Resources Management librarian, incumbents are responsible for overseeing daily operations which facilitates consistent and reliable access to the e-resources provided by the library for the support of teaching, learning, and research. This individual performs a range of activities throughout the life cycle of e-resources in the library's databases, e-books, e-journals, and other web-based information sources.

- The library collection itself, its organization, and classification schemes;
REQUIRED QUALIFICATIONS:
• Completion of a high school education or equivalent certification.
• Related experience demonstrating the skills, knowledge and abilities described.
• General understanding of library’s organization structure and key functional operations.
• Basic knowledge of library terminology and the Library of Congress Classification system.
• Ability to use existing integrated library system and to learn to use a new unified library management system.
• Ability to interpret policies and procedures and to apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes
• Advanced-level Microsoft Excel skills.
• Familiarity with web or electronic resources, including file management systems and URLs.
• Demonstrated problem solving and research skills.
• Excellent written, oral, and interpersonal communication skills.
• Ability to develop and document procedures and workflow.
• Ability to work independently using relevant knowledge to determine the best course of action.
• Ability to work as a team member and to handle multiple tasks in a competent and professional manner.
• Ability to work with diverse constituencies.
• Regular and reliable attendance is required.

Specialized Materials: The position activities may require the use of the following equipment: machinery, tools, PC, library databases, fax machine, integrated library system (currently Voyager)/unified library management system (will be Alma).

PREFERRED QUALIFICATIONS: Bachelor’s degree.

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.

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](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.