Position Title: CATALOGING LIBRARY SERVICES SPECIALIST  
(Library Services Specialist III)

Recruitment #: #2165

Full/Part-Time: Full-Time

Employment Type: Permanent

Bargaining Unit: R09

Salary: $3,371 - $5,836 per month  
Non-Exempt

Department: Walter W. Stiern Library

Available: Immediately

Special Conditions: Background/ Fingerprint

Sensitive Position: Yes

Posted: June 22, 2017

Closing Date: July 7, 2017

Positions are open to all interested applicants, both on and off campus, unless this is an on-campus only recruitment.

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.

The Library is seeking an experienced copy cataloger who’s forward-thinking, positive, and innovative to join the Cataloging area as a Library Services Specialist III. Under the general direction of the Library Services Staff Manager, incumbent will copy catalog, prepare original descriptive catalog records from existing templates, and support the maintenance of accurate catalog records for physical and electronic materials. The Cataloging person catalogs physical and electronic materials, such as monographs, government documents, audiovisual materials, and CSUB theses. In addition, the Library Services Specialist serves as the primary copy cataloger for federal, state, and government documents collection in both print and electronic formats and collaborates on related projects, such as weeding and physical processing and other duties as assigned.

Incumbents at this level work independently to perform more complex and/or specialized technical and paraprofessional library duties to support daily library operation and/or programs. Incumbents often are responsible for overseeing daily operations of library unit(s), including lead work direction to other library and clerical staff, as well as student workers and may assist in supporting the unit’s budgetary and/or other administrative activities.

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.
DUTIES: Under the direction of the Library Services Staff Manager, incumbent is responsible for overseeing daily operations consistent with cataloging experience.

Responsibilities:

- Catalog all library materials
- Review of all MARC (Machine-Readable Cataloging) records added to the library’s collection.
- Maintain cataloging of all materials in various formats and locations: printed, media, rare items, software, DVD’s, music scores, big books, microforms, electronic and archival theses.
- Understanding of library standards, including RDA, MARC21 and LCSH
- General understanding of library’s organization structure and key functional operations.
- Understanding of library terminology and the Library of Congress Classification system.
- Use existing integrated library system and to learn to use a new unified library management system, Alma.
- Interpret policies and procedures and to apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes.

REQUIRED QUALIFICATIONS: High school diploma or the equivalent and a minimum of two years or related experience. Thorough knowledge of and the ability to interpret overall library policies and procedures. In depth knowledge of library operations, policies, and procedures pertaining to assigned functional area, including a solid understanding of individual work functions and the ability to adapt work procedures. Working knowledge of the library collection and its organization, as well as classification schemes. Demonstrated expertise in creating and correcting bibliographic records. Thorough knowledge of external online databases, systems, and resources, including the ability to perform complex online searches. Thorough knowledge of campus and library policies and practices associated with the ethical use of and access to library and online resources. Working knowledge of national standards pertaining to library operations, including a thorough knowledge of institutional standards pertaining to copyright and intellectual property protection and the ability to interpret and apply them. Demonstrated expertise in using library automated systems and subsystems pertaining to the functional area, including the ability to provide database maintenance. Ability to investigate and research more complex problems, including analyzing and interpreting information.

- Strong searching skills
- Strong organizational skills
- Ability to work independently and productively
- Basic familiarity with Windows & Microsoft Office suite
- Familiarity with web or electronic resources, including file management systems and URLs
- Demonstrate 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.

PREFERRED QUALIFICATIONS: 3 – 5 years as an experienced cataloger.

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](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.