CSUB JOB ANNOUNCEMENT

Position Title: NIGHT & WEEKEND CIRCULATION COORDINATOR (Library Services Specialist III)
Recruitment #: #2171
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: July 13, 2017
Closing Date: July 28, 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 looking for an experienced person who’s forward-thinking, positive, and innovative to join the Circulation area as the Night and Weekend Library Services Specialist. Under the general direction of the Library Services Staff Manager, the incumbent will coordinate and evaluate student assistants, manage stack collection, withdrawal library materials as needed, coordinate campus security officers, close and secure the building at closing, check student shelving, database maintenance and other duties assigned.

DUTIES:
- Coordinate & monitor checking-in/out library materials; provide patron assistance & excellent customer service.
- Stack maintenance: Oversee stacks management programs ensuring stack are in order and materials are accurately shelved. Coordinate shifts and special projects as needed.
- Student Assistant: Interview, hire, train & evaluate all student assistants working the evening & weekend shift.
- Competency with using Windows & Microsoft Office suite
- General understanding of library’s organization structure & key functional operations.

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.
Nightly statistics of Library usage

REQUIRED QUALIFICATIONS: Equivalent to a High school diploma and a minimum of two years related experience. Knowledge of and 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. Knowledge of library methods and practices. Ability to analyze situations and problems and take proper course of action. Ability to train and oversee part-time employees. Experience working with the public and circulation database systems.

- Demonstrate problem solving and research skills.
- Excellent written, oral, & interpersonal communication skills.
- Ability to work as a team member and to handle multiple tasks in a competent and professional manner.
- Ability to work with diverse constituencies.
- Strong organizational skills
- Ability to interpret policies and procedures & to apply them accurately in performing work functions, as well as the ability to evaluate procedures & recommend changes.
- Ability to work independently & productively
- Regular & reliable attendance is required.

PREFERRED QUALIFICATIONS: A Bachelor’s degree is preferred.

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
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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.