CSUB JOB ANNOUNCEMENT

<table>
<thead>
<tr>
<th>Position Title:</th>
<th>SWING SHIFT LIBRARY SERVICES SPECIALIST</th>
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<tbody>
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<td>(Library Services Specialist III)</td>
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<tr>
<td>Recruitment #:</td>
<td>#2220</td>
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<tr>
<td>Full/Part-Time:</td>
<td>Full-Time</td>
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<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>$3,371 - $5,953 per month</td>
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<td></td>
<td>Non-Exempt</td>
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<tr>
<td>Department:</td>
<td>Walter W. Stiern Library</td>
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<td>Available:</td>
<td>January 1, 2018</td>
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<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>December 1, 2017</td>
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<tr>
<td>Closing Date:</td>
<td>December 15, 2017</td>
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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 a highly capable and experienced person who can work independently and as part of a team for the check-out and reference desks as the Swing Shift Library Services Specialist. The incumbent will perform afternoon and evening shift work under the general direction of the Library Services Staff Manager. The incumbent’s duties will include complex paraprofessional library duties including providing reference desk assistance, coordinating student assistants, managing the stack collections, processing historical materials, processing and withdrawing other library materials, coordinating campus security officers, enforcing regulations, closing and securing the building, checking student shelving, performing database maintenance, and other duties assigned.

WORK SCHEDULE:
Sunday, Monday, Thursday, 12:00 PM – 9:00 PM
Friday & Saturday 9 AM - 6 PM
Tuesdays and Wednesdays OFF
(Subject to change or rotate)

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:
- Provide reference assistance and direct patrons to appropriate resources.
- Coordinate and monitor checking-in/out library materials; provide patron assistance and excellent customer service at the check-out and reference desks.
- Stack maintenance: Oversee stacks management programs ensuring stacks are in order and materials are accurately shelved. Coordinate shifting of materials and special projects as needed.
- Help provide quality student experience in library by ensuring that regulations are kept and service standards are met.
- Student assistants: Interview, hire, train and evaluate all student assistants working the evening and weekend shift.
- Competency with using Windows & Microsoft Office suite, research databases and other library resources.
- General understanding of library’s organizational structure and key functional operations.
- 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, and 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 and to apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes.
- Ability to work independently and productively
- Regular and reliable attendance is required.

PREFERRED QUALIFICATIONS: A Bachelor’s degree and some graduate level course work in Library Science. Three years of related experience to include providing reference desk service.

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.

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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.csud.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.