Position: Access Services Librarian and Subject Liaison to the School of Business and Public Administration

Rank: Senior Assistant Librarian  
Type: 12-month, Tenure-Track/Probationary  
Available: July 1, 2019

Contact: Eileen Montoya, Administrative Support Coordinator  
Search and Screening Committee  
Walter W. Stiern Library  
California State University, Bakersfield  
9001 Stockdale Highway Bakersfield, CA 93311-1022

Application Deadline: April 23, 2019. No applications will be accepted after April 23, 2019.

Description: California State University, Bakersfield seeks a productive and effective Librarian for Access Services and Liaison to the School of Business and Public Administration. The successful candidate will make significant professional contributions to the Walter W. Stiern Library, a teaching-learning facility fully integrated with technology to support the overall mission of the University. The library, with 150,000 square feet on five levels, opened in 1994 and contains more than half a million physical and wide-ranging digital resources. The library is a major campus technology center that is actively involved in student learning and is a hub for campus and public engagement.

Responsibilities:

Access Services Librarian: Access Services comprise the functional areas of circulation, resource sharing, course reserves, and managing user concerns. Reporting to the Dean of the Library, the Access Services Librarian will provide leadership, guidance, and strategic direction, fostering a creative, collaborative, and team-oriented work environment. The librarian will provide procedural and policy management, data-driven reports, analysis, and may assist with exhibits and events.

Subject Liaison: The Library Subject Liaison to the School of Business and Public Administration will work closely with undergraduate and graduate students, staff, faculty, and administrators of the School of Business and Public Administration; providing research assistance, subject orientations, collection development support, and library reports as needed. In addition, all librarians have reference, library instruction, collection development, service, and research responsibilities.

The successful candidate will lead in developing, implementing, and evaluating innovative, user-focused access services, as well as fostering an environment of responsive and welcoming services and spaces within diverse, multicultural, and inclusive settings. Moreover, the candidate will communicate and collaborate with the University Library Dean, colleagues, other Library areas, and other University constituencies regarding services, resources, facilities, and budgets. Furthermore, the candidate will actively participate in library, university, and CSU wide service commitments and committees.
Required Qualifications:

- ALA accredited master’s degree in Library Science
- Excellent interpersonal, oral, and written communication skills
- Excellent organizational, analytic, and technology skills
- Demonstrated experience using academic and reference technologies
- Experience in providing excellent reference, instruction, and public service to diverse populations
- Personal initiative, thoroughness, completing tasks in a timely manner, multi-tasking, prioritizing, and being flexible in changing environments
- Independent problem-solving and decision-making
- Ability to work effectively with and enjoy assisting library users in a diverse, multicultural setting
- Ability to meet the requirements of retention, tenure, and promotion
- Commitment to professional development
- Knowledge of or interest in business administration, management, economics, or related field

Preferred Qualifications

- Unified library management systems experience, especially Alma and Primo Ex Libris products
- Access services or related library areas
- Demonstrated skills in assessment and data analysis
- Relevant library experience
- Academic library and specialized business, economic, and/or public administration experience
- Experience with data analysis tools
- Research areas of business, management, marketing, finance, accounting, economics, public administration, healthcare administration, communications/public relations, and/or statistics

Background Check: A background check (including a criminal record 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.

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.

Application Process: Applications are due by April 23, 2019. No late applications will be accepted. New and 2019 graduates are encouraged to apply. To apply, please send your letter of application, curriculum vitae, unofficial transcript(s) for all graduate work, and names and contact information of three professional references to emontoya@csub.edu. Prior to hiring, official transcripts will be required.

Clery Act: CSUB’s annual crime report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus centers, such as our Antelope Valley Satellite Campus and on property within, or immediately adjacent to and accessible from CSUB. The report also includes policies concerning security on campus, such as alcohol and drug use, crime prevention, reporting crimes, sexual assault, and other subjects. Additionally, a daily log of offenses is maintained and can be reviewed at the front desk of the Department of Public Safety. Furthermore, you can also obtain a copy of the annual report by contacting the Department of Public Safety at 661-654-2111 or by logging on to their website at https://www.csub.edu/compliance/Clery/index.html.

California State University, Bakersfield is committed to Equal Opportunity. Applicants will be considered without regard to gender, race, age, color, religion, national origin, sexual orientation, marital status, genetic information, disability or covered veterans’ status.