EMPLOYMENT OPPORTUNITY

POSITION: CIRCULATION COORDINATOR
(Classified as: LIBRARY SERVICES SPECIALIST III)

Full time position available on or after September 15, 2017 in the Library.

ESSENTIAL DUTIES: Under the general supervision of the Dean of Library Services, and the day to day lead direction of the Librarian, the Circulation Coordinator is responsible for the day-to-day operation of the University Library’s Circulation unit and the functions performed by a team of circulation staff, which includes library services specialists and student assistants. The incumbent in this position reports to and works under the direction of the supervisory librarian. The Circulation Coordinator leads the circulation staff team in the performance of a broad range of user services, stacks, and collections maintenance functions. Duties include but are not limited to:

- Direct and coordinate the work of full time library services specialists and student assistants.
- Create, maintain, and update work schedules for circulation staff and student assistants (schedule work hours, verify absence and vacation requests.)
- Serves as backups, as needed, to unit members in case of absences. Train, assign, and supervise student assistants on routine circulation tasks.
- Assist supervisory librarian with personnel related matters such as hiring, training, and evaluation.
- Recommend procedures and advise on library policies pertaining to circulation and user services.
- Review and mediate patron issues related to overdue fines, reserves, and other circulation services.
- Keep daily statistics of traffic, usage and transactions, and prepare monthly and annual statistical reports as required.
- Enforce library rules and policies; contact campus police in case of serious infractions or emergency; be familiar with emergency procedures and act as building monitor during emergency. Report equipment and library facilities malfunctions to Administrative Support Coordinate and assist with scheduling repairs and maintenance as appropriate.
- Maintain patron records, dispatch recall, overdue and fine notices using the library’s unified management system Alma.
- Serve as liaison to University Cashiering and Cash Management, manage, as appropriate, library charges/fines and blocks due to overdue fines in the University’s finance system.
- Work with Technical Services unit staff on projects pertinent to library collections maintenance.
- Work with other public service units on projects pertinent to library outreach and user services.
- Prepare and maintain written policies and procedures pertinent to circulation and user services. Oversee opening and/or closing procedures for the library facility.
- Provide check out and check in of library materials, computer devices and other accessories for patrons using the unified library management system Alma and other appropriate library systems/procedures. Update patron information and item status in Alma as needed.
- Interpret and answer questions regarding library policies, especially for circulation, operating hours, and usage of the library facility.
- Assist patrons in the use of the library web site; refer patrons to the tech help desk and research help desk as appropriate.
- Assist patrons in the use of the library discovery system OneSearch to identify and access materials shelved in the library, submit requests for material not-owned by the library, and manage status of borrowed items (including holds, renewals and overdue materials).
- Assist patrons locate and retrieve materials housed in various library locations, and initiate item searches when necessary.
- Assist patrons in the use of library materials, computer devices and other accessories for patrons using the unified library management system Alma and other appropriate library resources. Dispatch notices; retrieve, update, send, receive and process materials distributed via inter-library CSU (CSU) and intra-library (Stockton Center) requests.
- Manage courier shipments of library materials, including unpacking and distributing materials for appropriate destinations.
- Enforce library rules and monitor the library to ensure appropriate building use.
- Perform basic maintenance of library equipment; troubleshoot and resolve minor equipment issues (including microform workstations, public printers, photocopiers, TVs, VCRs, and DVD players). Monitor and report problems with computer/online systems and facility/building safety and integrity to appropriate personnel.
- Perform and coordinate essential Circulation functions, such as stacks searching, shelf-reading, re-shelving, reserve collection maintenance, book return drop box retrieval, checking physical and online status of returned items, managing CSU-wide resource sharing transactions, recording and reporting lost and damaged materials, recording library usage statistics, scanning/printing materials for distance learners, preparing patron notifications, notifying faculty members of requested items, and issuing library cards for non-CSU-affiliated community borrowers. Provide input on policy, procedures, and workflow decisions pertaining to library public services.
- As needed, visit University satellite campuses (such as Stockton) to ensure that appropriate library circulation services are in place.
- Attend and participate in projects pertaining to the advancement of the library as appropriate.
- Attend work and work-related meetings and trainings as required. Other duties or projects as assigned.

MINIMUM QUALIFICATIONS:
- Two to three years of related library and/or user services experience or an equivalent combination of experience and education
- Completion of a high school education or equivalent certification.

PREFERRED QUALIFICATIONS:
- Experience in providing lead direction to others. Experience in academic library/libraries as full-time staff.
- Demonstrated experience and effectiveness in providing circulation and/or user services.
- Understanding of a library's organization structure and key functional operations.
- Ability to work within a diverse environment and be service-oriented in working with patrons and other library staff, including the ability to establish and maintain effective working relationships within and outside the library. Ability to use standard features of office support technology and standard software packages.

SPECIALIZED KNOWLEDGE, SKILLS, AND ABILITIES:
- Thorough knowledge of and ability to interpret overall library policies and procedures and an 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 library collection and its organization, as well as classification schemes. Demonstrated expertise in creating and correcting bibliographic records.
- Thorough knowledge of external online databases, system and resources, including the ability to perform complex online searches.
- Thorough knowledge of institutions and library's policies and practices associated with the ethical use of and access to library and on-line 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, as well as explain them to patrons, to ensure compliance.
- Demonstrated expertise in using library automated system(s), especially subsystem(s) pertaining to the functional area, including database maintenance.
- Ability to investigate and research more complex problems, including analyzing and interpreting information.
- Working knowledge of library accounting and budget procedures and allocation processes, and ability to this knowledge to assist in handling vendor accounts and the budget process.
- Strong written and verbal communication skills to be able to prepare internal library reports and written and visual presentations on library resources and present them to library patrons, including students.
- Strong communication and interpretive skills to be able to interview patrons regarding their information needs and guide them in the use of more complex library and on-line resources.
- Knowledge of all aspects of lead work direction including assisting in employee selection, training employees in new work procedures, assigning work, organizing work flow and establishing priorities, reviewing work, providing input to performance evaluations and promoting teamwork to optimize effectiveness. Working knowledge of campus human resource practices and payroll procedures.

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● Strong organizational skills to oversee and lead work flow in assigned area.
● Demonstrated ability to compile and present information in an organized manner.

SALARY RANGE: $3,371 - $5,953 per month plus excellent paid benefits. (Position will typically be hired at or near the entry salary.) The California State University offers a premium benefit package that includes, but is not limited to, outstanding vacation, health, dental, and vision plans; a fee waiver education program; membership in the California Public Employees Retirement System (PERS); and 14 paid holidays a year.

APPLICATION DEADLINE: AUGUST 30, 2017

APPLICATION PROCEDURE: Applications will be processed in accordance with Article 9.3 of the CSU/CSUEU Memorandum of Understanding. Preference will be given to qualified individuals currently employed at CSU Stanislaus in bargaining units 2, 5, 7, and 9 except when it is determined that it is necessary to appoint outside applicants to meet the best interest of the campus by obtaining specialized skills and abilities not available from current employees. To be considered, qualified candidates must submit a completed CSUS employment application (download electronic application at http://www.csustan.edu/hr/JobOpportunities/Staff/index.html), cover letter, and resume to:

California State University, Stanislaus - Human Resources Department
Mary Stuart Rogers Educational Services Gateway Building, Suite 320 (3rd Floor)
One University Circle • Turlock, CA 95382

For questions, please contact: Amy Egan (209) 667-3232

A background check (which includes checks of employment records, education records, criminal records, civil records; and may include motor vehicle records, professional licenses, and sex offender registries, as position requires) 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.

Applicants requiring necessary accommodations to the application process may contact the Human Resources Department at (209) 667-3351. California Relay Service is available at (800) 735-2922 voice and (800) 735-2929 TDD. As a federal contractor, we are committed to attracting a diverse applicant pool. Please consider completing the Voluntary Self-Identification of Disability form (your response will not be shared with the search committee) at: http://www.dol.gov/ofccp/regs/compliance/sec503/Voluntary_Self-Identification_of_Disability_CC-305_SD_Edit1.24.14.pdf.


THE UNIVERSITY IS AN EQUAL OPPORTUNITY EMPLOYER AND DOES NOT DISCRIMINATE AGAINST PERSONS ON THE BASIS OF RACE, RELIGION, COLOR, ANCESTRY, AGE, DISABILITY, GENETIC INFORMATION, GENDER, GENDER IDENTITY, GENDER EXPRESSION, MARITAL STATUS, MEDICAL CONDITION, NATIONAL ORIGIN, SEX, SEXUAL ORIENTATION, COVERED VETERAN STATUS, OR ANY OTHER PROTECTED STATUS. ALL QUALIFIED INDIVIDUALS ARE ENCOURAGED TO APPLY. CSU STANISLAUS HIRES ONLY INDIVIDUALS LAWFULLY AUTHORIZED TO WORK IN THE UNITED STATES. 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.

INFORMATION CONTAINED IN THIS ANNOUNCEMENT MAY BE SUBJECT TO CHANGE WITHOUT NOTICE

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