OVIATT LIBRARY

Access Services and Assessment Analyst

**Job ID:** 3990  
**Job code:** 1038  
**Job Grade:** Exempt III

**CSUN’s Commitment to You**

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining an inclusive work environment.

**Major Duties**

Under general direction, is responsible for supervising the operations and personnel of the following Access Services units: Circulation (including the Guest Services desk and Shelving); Interlibrary Loan; Reserves, Periodicals and Microform; and Music and Media. Provides supervisory oversight for the Teacher Curriculum Center and Special Collections and Archives units as needed; develops high quality, patron-centered services; develops and maintains policies and procedures; assists Library administrators, faculty and staff in collecting data relating to campus community satisfaction with Library collections and services; assists the Library Assessment Team and the Library Executive Group in collecting analytics that relate to student engagement with collections and services, analyzing this data, and writing reports. Works on special projects, and performs other duties as assigned.

**Qualifications**

Equivalent to graduation from an accredited four-year college or university with a degree or coursework in Library and Information Science or a job-related field required. Equivalent to six years of full-time, progressively responsible relevant experience in a highly specialized technical/professional area (which includes at least 3 years working in a library, and 2 years of supervisory experience at a service desk). Oversight and administration of a program with supervision and/or lead experience preferred.

**Knowledge, Skills & Abilities**

Knowledge of effective personnel supervisory practices. Demonstrated knowledge of library automated systems, integrated library systems, and other library technologies. Extensive and in-depth knowledge of and ability to apply expertise in the advanced theories, principles, methods and practices associated with the functional specialty, including applicable internal policies and procedures and pertinent laws and regulations, which are highly complex and require substantial judgment and discretion in interpreting and applying them; expertise in advanced operations,
systems analysis and research methods; individuals at this level often may have certification in a specialty area. Ability and specialized skills to: interpret and evaluate results to develop sound conclusions and recommend and implement new or revised policies; understand problems from a broad perspective and develop strategic solutions; work with representatives from public and private entities; demonstrate consultative and facilitation skills in working with internal and external constituent groups; interpret and integrate complex data and information to formulate appropriate courses of action; effectively present ideas and concepts orally or in writing; supervise and provide training; work in a collaborative environment; work on surveys and statistical data collection; work independently, as well as in a team environment. Excellent verbal, written and interpersonal communication skills.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: $5908 - $9519

The anticipated hiring range: $5908 - $5980, dependent upon qualifications and experience.

General Information

THE SELECTED CANDIDATE MUST PASS A FINGERPRINT CLEARANCE (LIVESCAN).

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.

How To Apply

Please complete the on-line application/resume upload submission process in order to be considered for any open position within the university and its auxiliaries. The hiring department will contact the best qualified candidates and invite them to participate in the interview process.

Initial review begins July 21, 2014, and will continue until position is filled.

For more detailed information on the application and hiring process, please view the link below:

http://www-admn.csun.edu/ohrs/employment/

Equal Employment Opportunity

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, color, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, or disability. Applicants who wish to request an accommodation for a disability may contact the Office of Equity and Diversity at (818) 677-2077.