OVIATT LIBRARY

Cataloging and Metadata Specialist

Job ID: 7422
Job code: 2888

CSUN's Commitment to You

CSUN is committed to achieving excellence through teaching, scholarship, learning and inclusion. Our values include a respect for all people, building partnerships with the community and the encouragement of innovation, experimentation and creativity. CSUN strives to cultivate a community in which a diverse population can learn and work in an atmosphere of civility and respect. CSUN is especially interested in candidates who make contributions to equity and inclusion in the pursuit of excellence for all members of the university community.

About the University

One of the largest universities in the country, California State University, Northridge (CSUN) is an urban, comprehensive university that delivers award-winning undergraduate and graduate programs to nearly 40,000 students annually and counts more than 330,000 alumni who elevate Southern California and beyond. Since its founding in 1958, CSUN has made a significant and long-term economic impact on California, generating nearly $1.9 billion in economic impact and more than 11,700 jobs each year. The LAEDC recognized CSUN as its 2015 Eddy Award winner for its positive economic impact. Serving more students on Pell Grants than any other institution in California, CSUN is also a social elevator and one of the most diverse universities in the country. CSUN ranks 13th in awarding bachelor's degrees to underrepresented minority students and seventh in bachelor's degrees to Latino students, serves the 13th largest Jewish student population, and enrolls the largest number of students who are Deaf and hard-of-hearing students of any U.S. state university. The journal Nature recently named CSUN a Rising Star for scientific research, and the NSF ranks CSUN in the top five nationally among similar institutions for graduates who go on to earn doctorates in the sciences. CSUN is where individuals rise. And through them, so does Greater Los Angeles and beyond.

About the Department

The California State University, Northridge's Oviatt Library provides educational, cultural, and information services and resources to the students and faculty. Its primary mission is to support and supplement classroom and independent learning; facilitate student and faculty research; and provide students with lifelong skills in identifying, locating, evaluating, and synthesizing information. More than 22,000 students participate in formal library instruction on an annual basis. The Library's collections include more than 1.4 million volumes, and subscriptions to more than 72,000 journals. Access is provided to more than 200 online databases and some 425,000 eBooks. Specialized service areas include a music and media center, assistive technology labs, special collections and archives, teacher's curriculum center, and student access computer labs containing more than 300 workstations, laptops, and tablets. Current Library faculty and staff include approximately 25 tenure-track full-time librarians and 60 full-time
Major Duties

Under general supervision, the Cataloging and Metadata Specialist performs original descriptive and subject cataloging and classification of complex materials using standard cataloging and classification tools. The incumbent specializes in original cataloging of serials and other continuing resources, and archival materials for Special Collections and Archives; assists with creation of descriptive metadata for digital collections following national standards; performs adaptive cataloging of library materials in all subjects and formats; provides specialized and technical support to Cataloging staff in tasks related to bibliographic control and database maintenance; assists in the development and application of cataloging policies and procedures; assists in training new or existing staff in cataloging; is responsible for the creation and maintenance of Library holdings information for continuing resources; responsible for recataloging materials requiring extensive research and problem solving; serves as resource to staff regarding cataloging of continuing resources and specialized materials; works on special projects; and performs other duties as assigned.

Qualifications

Four (4) years of Library Assistant experience with High School or equivalent certification; OR three (3) years Library Assistant experience with equivalent to an Associate's Degree (60 units); OR two (2) years Library Assistant experience with equivalent to a Bachelor's Degree (120 units) in job related field required.

Knowledge, Skills & Abilities

Thorough knowledge of and ability to interpret overall library policies and procedures and an in-depth knowledge of library operations, policies and procedures. Advanced knowledge of cataloging rules, standards and practices, including Resource Description and Access (RDA), Cooperative Online Serials Program (CONSER) Cataloging Manual; use of online tools such as Classification Web and Cataloger's Desktop; understanding of Machine Readable Cataloging (MARC) Holdings Data. Advanced knowledge of and experience with Online Computer Library Center (OCLC) bibliographic input standards for books, continuing resources, scores, sound recordings, visual materials, computer files, maps, and archival materials; experience enhancing OCLC bibliographic records. Ability to resolve complex cataloging problems, including the ability to investigate, analyze and interpret information. Ability to work independently. Ability to keep current with changes in cataloging standards, tools, and practices. Strong written and verbal communication skills; strong interpretive and organizational skills.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: $3371 - $5953 per month.
The anticipated HIRING RANGE: $3900 - $4200 dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday.

REG: This is a Regular position with a one-year probationary period.

**General Information**

This position is a sensitive position as designated by the CSU.

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.

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**


Applications received prior to March 20, 2018 will be considered in the initial screening and will continue until position is filled.

In order to be considered in the initial review, applications must be submitted prior to the date listed above. Application submissions received after the application screening date will be reviewed at the discretion of the University.

For more detailed information on the application and hiring process, please visit the link below: [http://www.csun.edu/careers](http://www.csun.edu/careers).

**Equal Employment Opportunity**

California State University, Northridge is an Affirmative Action/Equal Opportunity Employer. We consider 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. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services.