OVIATT LIBRARY

Circulation Desk Lead

Job ID: 7184

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 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.

Major Duties

Under general supervision, the Circulation Desk Lead is responsible for the smooth operation of the public services functions of the Circulation unit of the Oviatt Library. The incumbent oversees the charge desk, fines and fees processing, long-overdue accounts processing, the photo ID desk, exit control, book renewals, faculty renewals, mail and email processing, and mends. Oversees end-of-aisle operations in the Automated Storage and Retrieval System (AS/RS), and troubleshoots the system. Acts as a principle building marshal in the event of emergencies. Attends meetings, and makes presentations about Library services to various campus entities; performs assessment of Circulation services on an annual basis; provides lead work direction and oversees performance of two full-time Library Specialist I positions; assists with the selection of student workers; trains, evaluates and oversees the work of approximately 25 Circulation Desk...
student employees; responsible for the collection and accounting of fines and fees revenues received by the department; oversees the entire Oviatt Library on nights and weekends, in rotation and coordination with other unit staff members; operates Library book carts as needed; 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. Five (5) years providing lead work direction at a Circulation or other library service desk, and five (5) years experience in overseeing the work of other employees is preferred. Experience with ExLibris-ALMA library management system is desired. A valid California Driver's License is preferred.

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 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. Thorough knowledge of external online databases, systems and resources, including the ability to perform complex online searches. Thorough knowledge of institution's and library's policies and practices associated with the ethical use of and access to library and online 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. Ability to operate personal computers, AS/RS end-of-aisle computer, cash register, building security alarm system, photo ID camera and ID printer, and software including Dematic Document Management System, SOLAR PeopleSoft, Microsoft Office, ID Works, etc. Thorough 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. Ability to investigate and research more complex problems, including analyzing and interpreting information. Strong written and verbal communication skills to be able to prepare internal library reports and written and visual presentations on library resources, and to 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 online resources. Strong organizational skills to oversee and lead work flow in assigned area.

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: $3371 - $4500, dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; 8:00am - 5:00pm, Monday through Friday; will include early mornings, evenings, and weekends.

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
Candidates should apply by completing the CSUN on-line application utilizing http://bit.ly/HR_CSUN link. NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

Applications received prior to November 3, 2017 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.

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.