

OVIATT LIBRARY

Ordering and Receiving Specialist

Job ID: 8757

Job Code: 2888 – Library Services Specialist III

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.

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 paraprofessionals.

CSUN ScholarWorks Open Access Repository is the university's institutional repository, the archive and distribution platform for faculty research and instructional materials, student work, and the university's public-facing documents.

Major Duties

Under general supervision, the Ordering and Receiving Specialist oversees the firm ordering and receiving process of monographic print and non-print material; this includes bibliographic searching of initial request through receipt of material. The incumbent oversees the bibliographic checking and online transfer of order requests from OCLC; generates purchase orders in the Unified Library Management System (ULMS); directs the receiving and distribution of library materials, and tracks outstanding orders in ULMS, including claiming and cancelling of orders; selects and evaluates monographic vendors; acts as resource for librarians in all aspects of monographic acquisitions; assists the Acquisitions Coordinator and Collection Development Coordinator in budget planning and report generation, and acts as resource for the Accounts Payable Specialist in preparing financial reports and resolving vendor and/or invoice issues; provides lead work direction to student employees and other staff as necessary; 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 pertaining to monographic acquisitions, including a solid understanding of individual work functions and the ability to adapt work procedures.

Reading knowledge of most Romanized languages sufficient to interpret bibliographic and vendor information. Familiarity with MARC records and LC classifications. 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 on-line databases, system and resources, including the ability to perform complex on-line searches. Thorough knowledge of institution's 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. Working knowledge of library accounting and budget procedures and allocation processes, and ability to apply this knowledge to assist in handling vendor accounts and the budget process. 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. Strong communication and interpretive skills. 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 - \$6505 per month.

The anticipated HIRING RANGE: \$3371 - \$4400, 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.

Application Period

Applications received through February 24, 2020, will be considered in the initial review and review of applications 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 initial review date will be reviewed at the discretion of the University.

How to Apply

Candidates should apply by completing the CSUN on-line application utilizing:
<http://bit.ly/HRCSUN>.

NOTE: Internal candidates should apply through the portal by accessing the View Job Openings/Apply link on the Human Resources/Employee pagelet.

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

Background Check

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

A background check (including a criminal records check) must be completed satisfactorily. Failure to satisfactorily complete the background check may affect the status of candidates who apply for the position.

CANRA

The person holding this position may be 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.

Equal Employment Opportunity

CSUN is an Equal Opportunity Employer and prohibits discrimination on the basis of race, color, ethnicity, religion, national origin, age, gender, gender identity/expression, sexual orientation, genetic information, medical condition, marital status, veteran status, and disability. Our nondiscrimination policy is set forth in CSU Executive Order 1096. Reasonable accommodations will be provided for applicants with disabilities who self-disclose by contacting Recruitment Services at 818-677-2101.