

---

**Systems Librarian**

**Department:** Collection Access and Management Services  
**Faculty Hire Number:** 18-07

**Effective Date of Appointment:** January 2018  
(Subject to Budgetary Approval)

**Rank:** Senior Assistant or Associate Librarian

**Salary:** Minimum salary of \$65,364 for Senior Assistant or \$74,988 for Associate Librarian, and an excellent benefits package. Salary and rank are dependent on qualifications and experience. This is a 12-month tenure-track position.

**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 13<sup>th</sup> in awarding bachelor's degrees to traditionally underserved students and enrolls the largest number of students who are Deaf and hard-of-hearing 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 College:**

The California State University, Northridge, Oviatt Library provides educational, cultural and information services and resources to the students, faculty, and the community. 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 synchronizing information. The Oviatt Library has a collection containing 2.1 million volumes, of which over 1.5 million are books, and over 250,000 bound periodical volumes. The Library subscribes to more than 84,000 journals, over 200 online databases, and more than 589,000 e-books. The microform collection contains 3.17 million pieces. There are over 14,000 sound recordings; 37,000 film, video and DVD materials; and nearly 60,000 pictures and other graphic materials. The archives and manuscript collection exceeds 11,000 linear feet of materials, with nearly 45,000 items housed in Special Collections. The Library is heavily used, with 13 million uses of its web pages annually, a gate count of nearly 1.5 million annually, and over 25,000 reference questions answered per year by librarians.

**About the Department:**

The Collection Access and Management Services (CAMS) Department is responsible for selecting, acquiring, receiving, invoicing, cataloging, and processing all of the library materials contained in the Oviatt Library. CAMS provides access to Library resources through our discovery tool. Collection Development coordinates the work of academic department faculty (faculty liaisons) and librarians, who cooperatively select individual titles and monitor the approval plans. CAMS also provides control for the Library archival, digital and electronic collections, including journals, newspapers, magazines, books in series and other publications issued in sequence, as well as government documents.

**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.

For more information about the University, check our website at: <http://www.csun.edu>

**Required qualifications:**

Graduate degree in library/information science from an ALA-accredited Library/Information Science program or its equivalent degree if earned from outside the United States or Canada. Extensive experience managing library systems (Alma preferred) and experience with database design and management. Knowledge of MARC 21 format, Dublin Core and other metadata formats. Ability to analyze data display and functionality problems. Familiarity with authentication systems in libraries. Experience with image- or text-based digital repositories. Knowledge of current trends and issues in library systems, and demonstrated skills in managing systems. Strong leadership abilities, skill in managing projects, working with teams, providing application training and liaising with vendors. Effective communication, interpersonal, organizational, analytical, and problem-solving skills. Demonstrated ability and commitment to working in a diverse campus community; capability and commitment to engage in research and continued professional development worthy of promotion and tenure as a faculty member in the California State University system.

**Preferred qualifications:**

Two years of professional experience in an academic library. Experience managing a library services platform. Experience managing a discovery system and integration of library technology into Learning Management Systems (such as Canvas or Moodle). Experience with a programming language (Python preferred). In-depth knowledge of MARC 21 format and Dublin Core metadata scheme. Familiarity with cataloging/metadata standards, formats, and best practices. Experience with providing reference service, library instruction, and training. Experience with OCLC and document delivery systems.

At time of appointment, the successful candidate, if not a U.S. citizen, must have authorization from the Bureau of Citizenship and Immigration Services to work in the United States.

**Responsibilities:** The Oviatt Library is seeking an enthusiastic candidate for the Systems Librarian position. In a team environment, the successful candidate will be responsible for: managing and supporting the Unified Library Management System (Alma and Primo data display and indexing); providing analysis of MARC and other metadata to facilitate import, export, and interoperability with other systems; collaborating with the Library Systems Group, campus technology departments, staff, librarians, and teaching faculty to design, promote, and improve online access and integration of library resources and collections; initiating both the implementation and the awareness of new features that enhance user success in finding and using library content; and serving on Library, campus, regional and national organizations and initiatives. Liaison responsibilities include providing reference, instruction and outreach to students and faculty. In addition, collection development responsibilities may be assigned, depending on staffing needs.

**Application Deadline:**

Screening of applications will begin October 16, 2017. Priority will be given to applicants who meet the screening deadline; however, the position will remain open until filled.

Applicants must submit a letter of application, curriculum vitae, and three current letters of recommendation to the address below. In later phases of the search process, applicants may be requested to provide verification of terminal degrees, licenses and certificates.

**Inquiries and applications must be addressed to:**

Luiz Mendes, Chair, Collection Access and Management Services  
RE: Applications for Systems Librarian Position  
Oviatt Library  
California State University, Northridge  
18111 Nordhoff St.  
Northridge CA 91330-8328  
Email: [luiz.mendes@csun.edu](mailto:luiz.mendes@csun.edu)

**General Information:**

In compliance with the Annual Security Report & Fire Safety Report of Campus Security Policy and Campus Crime Statistics Act, California State University, Northridge has made crime-reporting statistics available on-line [here](#). Print copies are available by request from the Department of Police Services, the Office for Faculty Affairs, and the Office of Equity and Diversity.

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.

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.

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.