Job Opening: Acquisitions Specialist

Job ID: 8427

Full/Part Time: Full-Time

Job Code: 2887  Library Services Specialist II

Job Grade: Range A

Department: CAMS/Acquisitions-8328

**Major Duties**
Under general supervision, the Acquisitions Specialist is responsible for daily processing of continuations materials. The incumbent identifies and processes received materials; creates and maintains purchase orders and item records; adds, updates, and deletes item records in the Unified Library Management System (ULMS); reviews invoices and packing slips; matches materials, corrects invoices as needed, and contacts suppliers to resolve any discrepancies; identifies and resolves complex serials and continuations problems; assists staff with related questions and problems; ensures adequate workflow of materials for processing; performs receiving functions for all monographic orders; assists with processing outgoing and incoming bindery shipments; works on special projects; and performs other duties as assigned.

**Qualifications**
Three (3) years of Library Assistant experience with High School or equivalent certification; OR two (2) years Library Assistant experience with equivalent to an Associate's Degree (60 units); OR one (1) year of Library Assistant experience with equivalent to a Bachelor's Degree (120 units) in job related field required.

**Knowledge, Skills, & Abilities**
General knowledge of all technical aspects of work assignments including a thorough knowledge of library policies and procedures, unified library management systems, equipment, and cataloging practices. General knowledge of library collection organization and classification scheme, and ability to interpret bibliographic records. Working knowledge of institution's and library's policies and practices associated with the ethical use of and access to library and on-line resources. Basic knowledge of national standards and guidelines pertaining to libraries General knowledge of library accounting and budget procedures, including the ability to perform arithmetic operations to track and monitor vendor accounts and budgets. Full proficiency in the use of automated library systems, and familiarity with vendor systems like EBSCOnet, Coutts's Oasis system, and Basch's BOSS system. Knowledge of MARC format records, and of library local holdings and maintenance. Ability and specialized skills to: interpret library unit's policies and procedures and apply them accurately in performing work functions, as well as the ability to evaluate procedures and recommend changes; fully utilize standard and nonstandard features of various on-line resources and standard desktop software packages, such as word processing and spreadsheets, to perform technical work; and demonstrated ability to compile and present
information in an organized manner. Demonstrated problem solving and research skills to address standard and non-standard work problems. Strong communication and interpretive skills, attention to detail, and organizational skills to facilitate smooth workflow.

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 resources for the collection. 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.

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 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

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.

Pay, Benefits, & Work Schedule
The university offers an excellent benefits package. The salary range for this classification is: $3101 - $5983 per month. The anticipated HIRING RANGE: $3101 - $3800, 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 August 12, 2019, 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 link. 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.