

OVIATT LIBRARY

Cataloging and Metadata Specialist

Job ID: 6006**Job code:** 2888**CSUN's Commitment to You**

CSUN is strongly committed to achieving excellence through teaching, scholarship, active learning and diversity. Our values include a respect for all people, building alliances with the community and the encouragement of innovation, experimentation and creativity. CSUN actively encourages qualified candidates to apply who demonstrate a commitment to serving a diverse student population as well as a commitment to maintaining a respectful and inclusive work environment.

About the University

Serving approximately 40,000 students each year, CSUN is one of the largest universities in the United States, and it has an impact to match its size. Money Magazine recently named CSUN one of the top ten values in all of higher education, and the Social Mobility Index ranked CSUN fifth in the nation for elevating its students, economic and social wellbeing. CSUN ranks 10th in the country in awarding bachelor's degrees to underrepresented minority students, fifth nationally in awarding master's degrees to Hispanic students and enrolls the largest number of deaf and hardofhearing students of any U.S. state university. CSUN's 171 academic programs and engaged centers enjoy international recognition for excellence. CSUN currently partners with more than 100 institutions of higher education in 22 countries around the globe and attracts the largest international student population of any U.S. master's level institution. Situated on a 356acre park-like setting in the heart of Los Angeles' San Fernando Valley, the campus features modern educational buildings and worldclass LEED Goldcertified performing arts and recreational facilities recognized as among the best in the country. CSUN is designated as a Hispanic Serving Institution (HSI) and an Asian American, Native American, Pacific Islander Serving Institution (AANAPISI) and we value the diversity of all of our students and the campus community. CSUN is a welcoming university that champions accessibility, academic excellence and student success.

Major Duties

Under general supervision, the Cataloging and Metadata Specialist performs adaptive and original cataloging of library resources in all subjects and formats. The incumbent specializes in cataloging special format materials including print, electronic, and audiovisual resources (kits, games, 3D objects, etc.) for the Library and Teacher Curriculum Center (TCC) collections; performs complex bibliographic control tasks including creation, enhancement, editing, and maintenance of bibliographic data; independently analyzes and solves complex problems using cataloging tools and systems such as OCLC Connexion, Cataloger's Desktop, Library of Congress Name Authority File (LCNAF), Library of Congress Subject Headings (LCSH), Classification Web (ClassWeb), and best practices for cataloging special formats; 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 Cataloging and Metadata. Thorough knowledge of external online databases, system and resources, including the ability to perform complex online searches; 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 2/16/2017 Candidate Experience

https://cmsweb.csun.edu/psc/HNRPRD/EMPLOYEE/SA/c/HRS_HRAM.HRS_CE.GBL 2/2 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. Knowledge of Library of Congress cataloging procedures, including standards for description and access (Resource Description and Access), subject and classification standards (Library of Congress subject and genre headings; Library of Congress Classification), format encoding standards (MARC formats). In-depth knowledge of cataloging special formats (e.g., kits, games, 3D objects) including print and electronic resources. 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 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 workflow in assigned area.

Pay, Benefits, & Work Schedule

The university offers an excellent benefits package.

The salary range for this classification is: \$3371 - \$5836 per month.

The anticipated hiring range: \$3371 - \$4000, dependent upon qualifications and experience.

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 online 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 March 2, 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.