OVIATT LIBRARY
Circulation Desk Assistant

Job ID: 8197
Job code: 2887

Major Duties

Under general direction, the Circulation Desk Assistant is responsible for the smooth operation of the public services functions of the Circulation unit of the Oviatt Library. The incumbent oversees the Guest Services checkout desk; collects fines and fees; resolves long overdue accounts; processes photo IDs; performs exit control; processes email renewal requests; monitors renewal services; retrieves automated requests and troubleshoots the Automated Storage and Retrieval System (AS/RS); serves as one of the Principle Building Marshals; oversees the Circulation Services unit and the entire building nights and weekends, in rotation and coordination with other unit staff; assists student employees in other Library units on nights and weekends in the event of an emergency; performs daily support work for the Circulation Services Lead; 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. A valid California driver's license is preferred.

Knowledge, Skills & Abilities

Full proficiency in all technical aspects of work assignments including a thorough knowledge of library policies and procedures and functional area policies and procedures and applicable work methods. 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, including working knowledge of institution's standards pertaining to copyright and intellectual property protection and the ability to source and apply such policies and standards to avoid potential violations. General knowledge of library accounting and budget procedures, including the ability to perform arithmetic operations to track and monitor accounts and budgets. Full proficiency in the use of automated library system(s) and subsystem(s) (i.e. Ex Libris Alma and Primo-Circulation Module; Microsoft Office, including Word, Excel and Outlook; Dematic AS/RS Management Software; SOLAR Student Module and Absence Reporting Module). 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 non-standard features of various on-line resources and standard desktop software packages, such as word processing and spreadsheets, to perform technical work or assist
patrons; effectively communicate and interpretation skills to be able to assist in resolving patron problems and complaints, assess patron information needs, and orient and guide patrons in use of library resources; effectively provide lead work direction and training to student workers and an understanding of employment and payroll procedures related to student workers; 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.

**Pay, Benefits, & Work Schedule**

The university offers an excellent benefits package.

The salary range for this classification is: $3101 - $5809 per month.

The anticipated HIRING RANGE: $3101 - $3500, dependent upon qualifications and experience.

HOURS: Full Time; 40 hours per week; Monday through Friday. Will include 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. 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 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.

**How To Apply**

Candidates should apply by completing the CSUN on-line application utilizing:

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

Applications received through April 4, 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.
For more detailed information on the application and hiring process, please visit the link below:
www.csun.edu/careers

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 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.

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.