Library Services Specialist I
Temporary/Intermittent, Renewable annually based on funding and job performance
Average of 18 hours per week, Work schedule is evenings and weekends during the Academic year

This recruitment will remain open until filled. For priority consideration, please complete on-line application by July 29, 2014. A review of applications will begin July 30, 2014 and the review period may end at any time thereafter.

ABOUT THE CALIFORNIA MARITIME ACADEMY:
Established in 1929, California Maritime Academy, a campus of the California State University, is the only degree-granting maritime academy on the West Coast. Situated on the shore of the Carquinez Strait 30 miles northeast of San Francisco, the campus serves a student population of approximately 1050 undergraduates and 50 graduates. The campus currently offers undergraduate degrees in Mechanical Engineering, Facilities Engineering Technology, Marine Engineering Technology, Marine Transportation, Global and Maritime Studies, and Business Administration. A master’s degree in Transportation and Engineering Management is offered as well as a number of extended learning programs and courses.

MAJOR RESPONSIBILITIES:
- Provides staffing and oversight for the library’s front service desk. Duties include: circulation of materials, basic reference assistance, appropriate referral of complex or in-depth reference questions, updating and maintenance of patron data in library’s Integrated Library Management system, enforcement of all library and campus policies and rules, assuring security of library’s collections, and maintaining a respectful and safe learning environment.
- Maintains the orderliness of the library, which includes shelving and shifting of books, newspapers and periodicals, erasing whiteboards, and general clean up and organization of tables and the general environment
- Promotes the library’s services and participates in library outreach.
- Other duties as assigned

SPECIAL REQUIREMENTS:
- Scheduled hours are evenings and weekends. Work is mainly done during the academic school year with the summer off.
- The successful finalist must satisfactorily complete a pre-employment background check.
- 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.

MINIMUM QUALIFICATIONS:
- High school diploma or equivalent certification plus two years of related library and/or clerical experience or an equivalent combination of experience and education.
- Strong service orientation while working with patrons and other library staff in a diverse environment, including the ability to establish and maintain effective working relationships within and outside the library.
- General understanding of a library’s organizational structure and key functional operations.
• General understanding of library automated systems and the ability to quickly learn and use campus library systems.
• Working knowledge of library terms and bibliographic formats, including the ability to conduct a simple bibliographic search.
• Knowledge of basic library research methodology, including knowing when and where to forward advanced research requests.
• Familiarity with ethical policies and practices associated with use of library resources, including networked resources.
• Ability to quickly learn and apply policies and procedures related to assigned functional work area.
• Ability to work under minimal supervision to perform assigned work.
• Ability to use standard features of office support technology and standard software packages.

DESIRABLE QUALIFICATIONS:
• Bachelor’s degree with two or more years of related library experience.
• Familiarity with Innovative Interfaces Inc.’s Sierra Integrated Library Management System.
• Familiarity with Interlibrary Loan procedures.

SALARY: $15.81 - $25.30 per hour. Anticipated hiring salary budgeted at up to $18.50 per hour (commensurate with education and experience).

APPLICATION PROCESS: Interested parties must submit the Cal Maritime Employment Application and a resume. Apply on-line at http://www.csum.edu/web/hr/careers. Based upon a review of applications and accompanying documents, only those persons whose qualifications best match job requirements will be interviewed. Applicants selected for an interview will be notified of interview appointments by telephone or email.

ELIGIBILITY TO WORK: Applicants must provide proof of U.S. citizenship or authorization to work in the United States within three days of the date of hire.

Equal Opportunity Employer/Minorities/Females/Veterans/Individuals with a Disability