



HUMBOLDT STATE UNIVERSITY



Evening/Weekend Coordinator

Close (Revised): March 16, 2018

(Job # 18-06) Library Services Specialist III, Evening/Weekend Coordinator, \$3,371.00-\$5,953.00/mo. Ap-
pointments are normally made at the beginning of the salary range. This is a full time, benefited, 12-month position
with a one-year probationary period in the University Library.

Position Summary: The Library Evening/Weekend Coordinator provides supervision of library operations
and services to students and faculty during evening and weekend hours. This position coordinates Student Assis-
tants' activities, User Services Counter/Checkout Desk and Collection Maintenance operations, and coordinates
library services during evenings and weekends.

Duties: This position is responsible for:

- Closing the Library Sunday-Thursday; work schedule is Sunday (2pm-11pm) and Monday - Thursday (3pm-12am) when classes are in session. During intersessions, work schedule may change to Monday - Friday 8am-5pm. May be asked to close on occasion, and work extended hours during finals week
- Coordinating unit work flow and daily Checkout Desk schedule with Library staff and student assistants
- Providing lead work direction to other library and clerical staff
- Overseeing operations of Access Services and Library during evening/weekend shifts
- Providing expert and outstanding customer service to all patrons, including high-level problem resolution and service recovery, and supporting student information inquires as needed
- Using Alma and PeopleSoft, and manual procedures to determine the status of/or information on patrons and materials as well as doing a variety of circulation and reserves tasks, renewals, placing holds, searches, updating records, and issuing campus ID cards
- Hiring, training, scheduling, directing, and evaluating student assistants in Access Services, including, assign-
ing, monitoring, and managing student assistant special projects; also supervising volunteers and interns work-
ing with Access Services
- Developing and maintaining an effective student assistant training program, materials and handbook, also de-
veloping and maintaining customer service handbook and guidelines
- Providing basic information services, utilizing detailed knowledge of the HSU Library Catalog, OneSearch,
and databases, library guides, and library collections, in assisting patrons to locate and obtain needed material;
also, working with the Coordinator of Instruction and Reference supports training of students assistants in
providing basic information reference service
- Collaborating on collection maintenance operations and responsibilities, including shifting, shelf-reading, in-
ventory, labeling, and signage projects
- Maintaining effective communication on all levels and refers problems as needed to the Library Access Ser-
vices Manager
- Working with the Digital Media Lab (DML) Librarian, providing technical and training expertise to DML
equipment at the Checkout Desk
- Supporting Library events including coordination, marketing, and planning
- Acting as the backup staff member in emergency staffing situations during evenings, weekends, and holidays
in Access Services

Minimum Qualifications: Entry into the Library Services Specialist classification requires the following
knowledge, skills and abilities:

A general understanding and basic knowledge of:

- A library's organization structure and key functional operations
- Library terminology and bibliographic forms and structures
- Library automated systems and the ability to quickly learn and use campus library systems, as well as related
on-line catalogs and systems
- English grammar, punctuation and spelling (demonstrated proficiency), including the ability to clearly com-

(Continued on reverse)

municate verbally and in writing

Ability to:

- Quickly learn and apply policies and procedures related to assigned functional work area
- Use standard features of office support technology and standard software packages
- Perform standard arithmetic operations
- Work under minimal supervision to perform assigned work
- Work within a diverse environment and be service-oriented in working with patrons and other library staff, including the ability to establish and maintain effective working relationships within and outside the library

These qualifications normally would be obtained through the completion of a high school education or equivalent certification AND two years of related library or clerical experience OR an equivalent combination of experience and education. Additionally, work at position skill level III (Library Services Specialist III) requires the knowledge, skills, and abilities listed below.

Knowledge, Skills and Abilities:

General Knowledge of:

- Basic library research methodology and the ability to use it

Working Knowledge of:

- Library terms and bibliographic formats and structures, including the ability to conduct a simple bibliographic search
- National standards 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
- Library collection and its organization, as well as classification schemes; demonstrated expertise in creating and correcting bibliographic records
- Library accounting and budget procedures and allocation processes, and ability to apply this knowledge to assist in handling vendor accounts and the budget process
- Campus human resource practices and payroll procedures

Thorough Knowledge of:

- Overall library policies and procedures, an ability to interpret them, and an in-depth knowledge of library operations, policies and procedures pertaining to assigned functional area, including a solid understanding of individual work functions and the ability to adapt work procedures
- External on-line databases, systems and resources, including the ability to perform complex on-line searches
- Institution's and library's policies and practices associated with the ethical use of and access to library and on-line resources
- All aspects of lead work direction including assisting in employee selection, training employees in new work procedures, assigning work, organizing work flow and establishing priorities, reviewing work, providing input to performance evaluations and promoting teamwork to optimize effectiveness



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Skills:

- 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 on-line resources
- Strong written and verbal communication skills with demonstrated proficiency in English grammar, punctuation and spelling 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 organizational skills to oversee and lead work flow in assigned area
- Demonstrated problem solving and research skills to address standard and non-standard work problems
- Full proficiency in the use of automated library system(s) and subsystem(s) pertaining to functional area

Ability to:

- Use (and demonstrated expertise in) library automated system(s), especially subsystem(s) pertaining to the functional area, including database maintenance
- 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
- 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
- Investigate and research complex problems, including analyzing and interpreting information
- Compile and present information in an organized manner
- Effectively provide lead work direction and training to student workers and an understanding of employment and payroll procedures related to student workers
- Work cooperatively with faculty, staff, users, vendors, and the public in a constructive and positive way
- Accept direction from multiple sources
- Effectively organize, prioritize and complete tasks independently in a fast-paced environment with frequent interruptions and conflicting deadlines
- Work independently within the framework of established library procedures
- Work accurately with attention to detail
- Use discretion in applying rules, regulations, and procedures
- Communicate effectively with University faculty, staff, users, and vendors both orally and in writing
- Learn and operate the Alma Unified Library Management System, as well as MS-Office applications
- Work constructively with other campus departments when problem solving
- Work within a diverse environment and be service-oriented in working with patrons and other library staff, including the ability to establish and maintain effective working relationships within and outside the library

Preferred Qualification: Bachelor's degree.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.

Application Procedure: To apply, qualified candidates must electronically submit the following materials through Interfolio:

<https://apply.interfolio.com/49036>

- Letter of Interest
- Resume or Curriculum Vitae
- Contact information for at least three professional references
- [HSU Employment History Form](https://forms.humboldt.edu/employment-history-form) (<https://forms.humboldt.edu/employment-history-form>)
(NOTE: This form replaces the [HSU Employment Application](#) form, which should no longer be used. Download the HSU Employment History Form and save it as a PDF file prior to filling it out. If the form is filled out on line (accessed via a web browser), content WILL NOT be saved.

The Human Resources & Academic Personnel Services office (located in Siemens Hall room 212) has a computer station and front office staff available for applicants requiring assistance.

Application Deadline: The revised deadline to submit application materials is 11:59 p.m. on Friday, March 16, 2018. To be notified in the event this recruitment re-opens for a subsequent review of applications, send an email to careers@humboldt.edu that includes the job number (18-06) and applicant's last name in the subject line of the message.

HSU is committed to enriching its educational environment and its culture through the diversity of its staff, faculty, and administration. Persons with interest and experience in helping organizations set and achieve goals relative to diversity and inclusion are especially encouraged to apply.

It is the responsibility of the applicant to provide complete and accurate employment information. Incorrect or improperly completed applications will not be considered for vacancies. Any reference in this announcement to required periods of experience or education is full-time activity. Part-time experience or education--or activities only part of which are qualifying--will receive proportionate credit. In accordance with applicable Collective Bargaining Agreements, preference may be given to the campus applicants covered by these agreements. However, positions are open to all interested applicants, both on and off campus.

Class Code: 2888

Evidence of required degree(s), certification(s), or license(s) will be required prior to the appointment date. Humboldt State University requires that background checks be completed for all new hires. This process includes a criminal records check and verification of employment history and education. Certain positions may also require a credit check, motor vehicle report, and/or fingerprinting through Live Scan service. The appointment of an applicant to this position is contingent upon the applicant providing the required information to complete a background check, and upon the results containing no adverse findings that may affect this appointment.

Publication Date: February 16, 2018

Humboldt State University is committed to achieving the goals of equal opportunity and endeavors to employ faculty and staff of the highest quality reflecting the ethnic and cultural diversity of the state. Additional information about Humboldt State University can be found at www.humboldt.edu.

Humboldt State University is a Title IX/Affirmative Action/Equal Opportunity Employer. We consider qualified applicants for employment without regard to race, religion, color, national origin, ancestry, age, sex, gender, gender identity, gender expression, sexual orientation, genetic information, medical condition, disability, marital status, protected veteran status, or any other legally protected status.

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.



Humboldt State University is part of the 23-campus California State University system. The University has a comprehensive arts and sciences curriculum, which is recognized nationally for its high academic quality. Founded in 1913, HSU is one of the premier, public institutions in the western United States; it is a rural and residential campus with an enrollment of approximately 8,000 students. The main campus is located in Arcata, California, in the northwestern part of the state along the coast, and situated among redwood trees in an area that offers unmatched scenic beauty, moderate climate and opportunities for outdoor activities. The surrounding Humboldt County locale has a population of 130,000. The community offers an excellent range of businesses, services and cultural activities/performances. The local schools are ranked in the top performance percentiles, both nationally and in the state.