

# California State University, Fresno Foundation

## LIBRARY ASSISTANT – VITICULTURE AND ENOLOGY LIBRARY

JOB ANNOUNCEMENT #22-294

<b>POSITION &amp; SUMMARY:</b>	<p><b>75% time (30 hours per week), benefited position for the Viticulture and Enology Library through the California State University, Fresno Foundation.</b> The Library Assistant position will serve the Viticulture and Enology Library, a collection of Henry Madden Library, in the Viticulture and Enology program (grape growing and winemaking) at Fresno State. This position is responsible for basic circulation activities, sorting and shelving materials, supervising student assistants, coordinating and performing collection management and development projects, working with Viticulture and Enology faculty and staff in use of the library for supporting classroom and program needs, and assisting patrons with finding and using materials in the library, including books, computers, and electronic resources. In addition, this position works with the program librarian liaison to serve as the budget coordinator, make supply and materials purchases, and generate reports related to the budget, circulation, and other library statistics.</p>
<b>ESSENTIAL JOB FUNCTIONS:</b>	<p>Under the general supervision of the Center Director, the Library Assistant is responsible for:</p> <ul style="list-style-type: none"> <li>• Provide excellent customer service at the Library; Staff's reference service point and assist patrons in person, by phone, and through email with circulation, procedural, directional, and material-related questions.</li> <li>• Provide basic assistance (identifying and finding) in using reference tools, databases, and resources at the reference desk, and refer to the librarian for more in-depth and subject specialist needs.</li> <li>• Check materials in and out.</li> <li>• Open and close the library. Receive and process print serials, and manage print serials collection.</li> <li>• Handle library acquisitions of print materials, including identifying, ordering, and processing.</li> <li>• Perform copy cataloging and some aspects of bibliographic item record management for print book collection.</li> <li>• Provide oversight for all aspects of the library and support the librarian liaison in collection development and management, reference, and administrative functions.</li> <li>• Hire, train, schedule, and evaluate student assistants who staff the library</li> <li>• Assist patrons with use of computers and copy machine to print, copy, and scan.</li> <li>• Attend department events to promote the library and its resources.</li> <li>• Provide tours of the Library to visitors and guests.</li> <li>• Perform other duties as assigned.</li> </ul>
<b>QUALIFICATIONS &amp; EXPERIENCE:</b>	<p><i>To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.</i></p> <ul style="list-style-type: none"> <li>• A high school diploma or GED equivalent is required, with some college or technical school course work desired; or one (1) year of related experience and/or training; or equivalent combination of education and experience.</li> <li>• Experience working with a certified Librarian. General knowledge of library operations.</li> <li>• Knowledge of general library practices regarding operating procedures, accessing reading materials (books, periodicals, newspapers, and reference material) and use of technology available.</li> <li>• Proficiency in the use of the automated library system, especially in areas related to circulation and basic aspects of bibliographic record management.</li> <li>• Familiarity with Microsoft Office, including Word, Excel, and Publisher.</li> <li>• Ability to use good judgment in interpreting policies to resolve patron problems, as well as evaluate these policies and recommend changes.</li> <li>• Demonstrated problem-solving skills.</li> <li>• Demonstrated patience and skill in dealing with public.</li> <li>• Ability to perform detailed work with high accuracy and proficiency.</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to provide direction and supervision to student assistants.</li> <li>• Have strong interpersonal skills and the ability to effectively communicate with a wide range of individuals and constituencies in a diverse community. Possess excellent verbal and written communication skills; knowledge of professional library practices and procedures.</li> </ul> <p>Preferred Knowledge, Skills, and Abilities:</p> <ul style="list-style-type: none"> <li>• Familiarity with Library of Congress classification system.</li> <li>• Familiarity with Google applications including Calendar, Drive, Docs, and Sheets.</li> <li>• Thorough knowledge of all Library policies and procedures and the ability to apply these policies accurately and consistently.</li> <li>• Knowledge of the library's collections, services, and resources</li> </ul>
<b>SALARY/BENEFITS:</b>	<b>\$2,340.00 per month.</b> Benefits include medical, dental, vision and life insurance; vacation, sick leave and holiday pay.
<b>FILING DEADLINE:</b>	<b>Application review begins March 17, 2022; open until filled.</b>
<b>TO APPLY:</b>	<p>Please visit the Auxiliary Human Resources page at <a href="https://auxiliary.fresnostate.edu/association/hr/">https://auxiliary.fresnostate.edu/association/hr/</a> for job announcement and application. Applications may be mailed, emailed, faxed or delivered in person to:</p> <p>California State University, Fresno  Auxiliary Human Resources  2771 E. Shaw Ave. (there is no suite number)  Fresno, CA 93710 Fax: (559) 278-0988</p> <p>E-mail completed application &amp; resume to: <a href="mailto:HRAUX@LISTSERV.csufresno.edu">HRAUX@LISTSERV.csufresno.edu</a></p>

**RESUMES WILL NOT BE ACCEPTED WITHOUT A COMPLETED APPLICATION**

*California State University, Fresno is a smoke free campus. For more information, please click <http://fresnostate.edu/adminserv/smokefree/index.html>  
Employment for this position is by the California State University, Fresno Foundation. This is not a State of California position.*

**AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY/ADA EMPLOYER**

California State University, Fresno Auxiliary Services is proud to be part of the Fresno State community. As part of the campus community, Auxiliary Services follows the CSU policy that requires all faculty, staff and students who are accessing campus facilities at any university location to be immunized (fully vaccinated) against the virus that causes COVID-19. The policy does allow for medical or religious exemption from the immunization requirement. Auxiliary Services requires all of its employees to be fully vaccinated against COVID-19 or present a medical or religious exemption and any appropriate backup documentation. Fully vaccinated is defined as having received the dose at least 14 days prior to being on boarded, if selected. Current and new employees are required to adhere to this policy by September 30, 2021 and remain in adherence after that date.