



CSN INTERNAL PROMOTIONAL ANNOUNCEMENT
LIBRARY ASSISTANT III
LIBRARY

DEPARTMENT OF HUMAN RESOURCES

ANNOUNCEMENT: 10639

Class Code: 04.118

Filing: 11/05/09 – 11/12/09

Contact: Derek Smith

Phone: 651-7481

RECRUITMENT OPEN TO: The recruitment is open to active classified employees who have been employed in state service for at least six months and are now employed at CSN.

APPROX. ANNUAL SALARY BY RETIREMENT CONTRIBUTIONS – Grade 25

Employee/Employer Paid: \$30,192.48 - \$43,639.20

Employer Paid: \$27,269.28 - \$ 39,400.56

DIVISION RECRUITING: College of Southern Nevada, Department of Library.

DESCRIPTION OF JOB: Perform duties in support of the operation of libraries that house and provide access to a variety of materials in a variety of formats. Incumbents perform and/or supervise technical, paraprofessional and administrative duties within one or more functional area of the library including acquisitions; cataloging; circulation; collection maintenance; document delivery/interlibrary loan; government documents; reference and serials.

Incumbents possess a degree of knowledge and proficiency sufficient to perform work independently with little or no additional training.

Job Description: Under the supervision of the Library Director, the Library Assistant III manages the daily operations of the circulation department at a campus library. Duties include: management of all lending, fines/fees/notice generation, reserves, holds, and other modules of the NSHE Innovative Interfaces Millennium system; management and maintenance of related financial and student circulation records in accordance with College and annual State audit guidelines; management of library book stacks and other resources to ensure ready access; supervision and ongoing training of Library Assistant I and several student workers; system entry and maintenance of all reserve collection records in compliance with all current cataloging rules and formats; physical processing of all reserve materials; management of faculty reserve submissions and related correspondence in regard to reserve collections. This position will serve multiple shifts at the Cheyenne Campus. Preferred Qualifications: Experience using all the Innovative Interfaces circulation modules, particularly in regard to reserve collections; proficient database and internet searching; public service experience in a library setting; knowledge of generating library statistical reports via Innovative Interfaces. This position is subject to the State mandated unpaid furlough provisions in effect from July 1, 2009 - June 30, 2011.

MINIMUM QUALIFICATIONS: Graduation from high school or equivalent education and two years of work experience, one year of which was working in a library; **OR** one year of experience as a Library Assistant II in Nevada State service; **OR** an equivalent combination of education and experience.

TYPE OF EXAMINATION: The exam will consist of an application evaluation. It is essential that applications include extensively detailed information with time frames regarding education and experience. The most qualified applicants will be contacted by the hiring agency for interview.

APPLICATION INSTRUCTIONS: Applicants should apply on-line via the State of Nevada Applicant Processing System at <https://nvapps.state.nv.us/NEATS/Recruiting/ViewAnnouncement.aep?recruitmentId=10639>. Applicants will need to create a user account on the system and will be able to apply on-line until 5:00 p.m. on 11/12/09. Applicants who do not have access to the Internet or need assistance using the on-line portal may contact Derek Smith, College of Southern Nevada, at 651-7481 or derek.smith@csn.edu. TDD for the Hearing Impaired: (702) 651-4328.

College of Southern Nevada recognizes that embracing diversity maximizes faculty and staff contribution to our goals and provides the best opportunity for student achievement. CSN is an equal opportunity/affirmative action employer. CSN is responsive to serving the education needs of a diverse and ever-changing community.