

California State University, Fresno Foundation

Solo Librarian

JOB ANNOUNCEMENT – FDN #11-539

POSITION

Part time (20-30 hours per week) staff position for the V. E. Petrucci Library in the Department of Viticulture and Enology (DVE).

PROGRAM DESCRIPTION

The V. E. Petrucci Library is an integral unit of the Viticulture and Enology program within the Jordan College of Agricultural Sciences and Technology at California State University, Fresno. The Library is funded by an endowment provided by the California State University, Fresno Viticulture and Enology Alumni and is located in the Department of Viticulture and Enology (DVE). The Library's mission is to provide current information (industry news, market information, scientific and production research) pertinent to research and education in the areas of grape growing and wine production. This special library and comprehensive collection provides quality services to library patrons, which include faculty, staff, students, industry, alumni and the general public.

DUTIES AND RESPONSIBILITIES

Under the general supervision of the Chair/Director of the Viticulture and Enology program, the Librarian is responsible for handling all aspects of library operations and performs a wide range of duties specific to administration, operation, development, and promotion of the library. The Librarian is expected to collaborate with the faculty and staff in the Department of Viticulture and Enology and at the main campus library (Henry Madden Library), to serve as an ex-officio liaison member of the Library Advisory Committee, and to work collaboratively with other libraries as needed. Specific duties include, but are not limited to, maintaining and cataloging a comprehensive collection; assisting and directing patrons; keeping current on available resources; collection development and reporting, including ordering, receiving, and cataloging of all new acquisitions; developing and maintaining the library's annual budget; providing general reference desk services; conducting library instruction through workshops and specialized presentations; preparing abstracts, bibliographies and reports on specific grape and wine related topics; assisting with searches of the Madden Library's online catalog Millennium, bibliographic databases, and the Internet; and other duties as assigned. The successful candidate must demonstrate initiative, interest, and enthusiasm, keep abreast of new and evolving technologies, maintain an understanding of the research and teaching programs within DVE, develop and maintain the technical publication content of the DVE website, and perform technical writing for the purpose of disseminating research information to the grape and wine industry. The successful candidate will be expected to work cooperatively with colleagues, researchers, faculty, staff, and students and actively participate in library fundraising activities. Some weekend and/or evening work may be required.

QUALIFICATIONS & EXPERIENCE

Must have a Master's degree from an ALA (American Library Association) accredited institution or equivalent experience. Must have excellent interpersonal skills, be self-motivated with the ability to work independently, exercise independent judgment, discretion, and initiative. Must have a strong public service orientation, a commitment to building client services, and an ability to instruct users both individually and in groups. Knowledge and experience in using Microsoft Office and a wide variety of scholarly and public information sources, electronic databases, and the Internet is required. Must possess strong oral and written communication skills. Preference will be given to candidates with knowledge and understanding of viticulture and enological terms and the grape and wine industry, and the ability to catalog materials using AACR2, LCSH, and MARC formats, and the ability to forge partnerships with relevant institutes and other libraries.

SALARY: \$20-25 per hour. Salary will be commensurate and competitive with experience and qualifications.

FILING DEADLINE: For full consideration, submit a letter of application, application, resume and three references with addresses, phone numbers, and email addresses by January 18, 2012. *Resumes will not be accepted without application.*

TO APPLY: Obtain and submit employment application at: <http://auxiliary.com/HR/jobs.shtml>
California State University, Fresno Auxiliary Human Resources
2771 E. Shaw Ave.
Fresno, CA 93710
FAX: (559) 278-0988

RESUMES WILL NOT BE ACCEPTED WITHOUT APPLICATION

Employment for this position is by the California State University, Fresno Foundation, Inc
This is not a State of California position.