



JOB OPPORTUNITY

If you are seeking a challenging position, we have the ideal job for you.

CLASSIFICATION: STUDENT ASSISTANT

TENURE/TIME BASE: INTERMITTENT TEMPORARY

BUREAU: BRAILLE AND TALKING BOOK LIBRARY SECTION

MONTHLY SALARY: *Student Assistant Range A - \$1458 - \$1605*
Student Assistant Range B - \$1558 - \$1725
Student Assistant Range C - \$1675 - \$1853
Student Assistant Range D - \$1799 - \$1999

(Salaries above are based on full time employment. Actual salary earned will be based on the number of units. A minimum of 6 units is required)

SUMMARY: Under the direct supervision of the Supervising Librarian II (with support from the Library Technical Assistant II and Office Services Supervisor II), the incumbent performs tasks leading toward the completion of the following two Braille and Talking Book Library projects: 1) Digital Talking Book Downloading/Duplication Project and 2) Analog to Digital Book Transition Shelf Management Project.

ESSENTIAL FUNCTIONS:

Digital Book Download/Duplication Project

1. Downloads and accesses BARD digital book files for series-gap titles using Rsync and/or DownThemAll software according to supplied inventory lists.
2. Assists with processing of 2013-14 descriptive DVD acquisitions.
3. Assists with production launch of circulating digital cartridge newsletters.
4. Performs digital cartridge duplication using specialized software and equipment.
5. Prepares print and Braille labels for duplicated cartridges/cartridge containers and DVD containers using special software and equipment.
6. Labels duplicated digital books and new DVDs and adds copy inventory to book records in Keystone Automated Circulation System.
7. Strips labels from previous in-house cartridge containers and cartridges in preparation for file deletion and cartridge re-use.

Analog to Digital Book Shelving Transition Project

1. De-selects cassette books slated for XES and stages them for off-site recycling.
2. Marks, inserts mailing cards, bags, and boxes de-selected items for USPS mail pickup.
3. Affixes bar code labels to shelving units in preparation for storage of new digital books.
4. Shifts books between shelves as needed to complete the analog to digital transition process.
5. Participates in 2014 DB Recall project by locating, boxing, and shipping cartridges and containers back to producers for re-use by National Library Service.

DESIRABLE QUALIFICATIONS:

- Knowledge of alpha-numeric filing and ability to maintain accuracy.
- Knowledge of computers and industry standard office software programs, including Microsoft Excel, Word, and Outlook Email.
- Ability to navigate information databases, accurately input data into an automated library system, or the ability to learn.
- Knowledge of basic library services and/or library work experience desirable.
- Ability to complete tasks within agreed upon standards of accuracy and timeliness.
- Ability to effectively communicate technical issues concerning computers, library databases and digital equipment.
- Ability to maintain good relations with the public and library staff.

INTERPERSONAL SKILLS:

- Ability to work both independently and in a team environment.
- Communicate thoughts clearly, orally and in writing.
- Ability to work with BTBL patrons, State Library patrons, other support staff, supervisors, and volunteers.
- Willingness to learn new things and embrace change.
- Ability to effectively work with people with disabilities, especially those with visual impairment.
- Exhibit a positive and friendly service approach when dealing with staff and contacts.

WORK ENVIRONMENT:

- Will interact with a variety of patrons and volunteers with visual impairment and/or other disabilities.
- Shares multi-employee workspace and computers.

PHYSICAL ABILITIES

- Ability to operate a keyboard, mouse, barcode wand and other computer peripherals.
- Ability to handle and/or lift library books and other library materials weighing up to 25 pounds.
- Ability to climb stack ladders to retrieve library materials on tall shelves and ability to stoop to reach bottom shelves in the stacks.
- Ability to move book trucks holding up to 100 pounds of weight.
- Ability to turn handles on compact shelving units filled with library materials.

WHO MAY APPLY:

The Student Assistant position is restricted to students who are currently enrolled as an undergraduate student at a college or a university. Please provide an unofficial copy of your transcripts and proof of enrollment along with your application. All interested applicants must submit a standard State Application Form STD 678 (with original signature). Applicants must be enrolled in coursework related to the tasks and duties indicated above. Applicants must also indicate the position number, 175-643-4870-906 in the "Job Title for Which You Are Applying" section of the front page of the STD 678. Only the most qualified candidates will be interviewed. Submit application to the California State Library, Human Resources Services Office, 900 N Street, Suite 400, Sacramento, CA 95814. Form STD 678 can be obtained from the California Human Resources Department (CalHR) through the website at <http://jobs.ca.gov/Profile/StateApplication>.

EQUAL OPPORTUNITY EMPLOYER