



The State of Colorado and Colorado Mesa University
invite applications for:

Cataloging Technician

This position is open only to Colorado state residents.

CLASS TITLE: LIBRARY TECHNICIAN I

LOCATION: Grand Junction, Colorado

PRIMARY PHYSICAL WORK ADDRESS: Colorado Mesa University John U. Tomlinson Library,
1100 North Avenue, Grand Junction, CO 81501

SALARY: \$14.86 - \$20.97 Hourly
\$2,576.00 - \$3,635.00 Monthly

SALARY NOTE: Although the full salary range for this position is provided, appointments are typically made at or near the range minimum.

FLSA STATUS: Non-Exempt; position is eligible for overtime compensation.

OPENING DATE: 01/18/17

CLOSING DATE: 02/02/17 05:00 PM

JOB TYPE: Full-time

OPEN TO STATE OF COLORADO RESIDENTS ONLY

ABOUT THE LIBRARY:

The John U. Tomlinson Library supports CMU's mission of exceptional teaching and academic excellence by providing professional librarians, diverse and comprehensive collections, information literacy instruction and assessment, and a variety of services offered by all of our [departments](#).

The library collection includes over 262,000 books, e-books, and audio-visual materials as well as over 120 databases of academic journal literature. Students, faculty and staff can borrow materials from CMU as well as other Colorado and regional libraries, including several large academic research libraries, with delivery to our Main and Montrose campuses, Western Colorado Community College Bishop campus, and to Distance Education students via many Colorado public libraries.

Tomlinson Library is a welcoming, comfortable environment, providing open and reservable study rooms, a 24-hour study space, computers, printing & scanning, IT support, convenient dining and cafe options, outdoor seating with a fire pit, and much more.

DESCRIPTION OF JOB:

This work unit processes and provides catalog records for various types of library materials. Provides ongoing maintenance of materials and catalog records. Copy catalogs monographs (electronic and physical) in various formats. Searches national bibliographic utilities such as the online computer library center for correct records. Edits MARC records to conform to national and local standards, policies, and procedures. Downloads records into Sierra (Innovative Interfaces online catalog) and prepares materials for further processing by student employees. Supervises student employees who process and maintain collections. Interviews, hires, trains, schedules, assigns work, and reviews and corrects completed work. Records and reports ongoing cataloging statistics. At the discretion of the Head of Technical Services, modifies the cataloging position manual and departmental forms. Performs specific tasks related to maintaining the integrity of bibliographic records including removing records for items withdrawn from the collection. Performs specific inventory tasks such as modifying bibliographic record information as required. Regularly assists with the daily check-in and processing of current serial titles. In absence of serials technician, serves as backup for other serials tasks. In the absence of government documents technician, serves as backup for government documents processing. Other duties assigned.

MINIMUM QUALIFICATIONS, SUBSTITUTIONS, CONDITIONS OF EMPLOYMENT & APPEAL RIGHTS:

Minimum Qualifications: One year of general library experience including ordering, preparing, shelving, maintaining library materials, and cataloging procedures. Familiarity with MARC records. **MUST BE A COLORADO RESIDENT TO APPLY.**

Substitutions: One year of course work from an accredited college or university that includes six semester hours of library science course work may substitute for the one year of general library experience. If substituting education for experience, you must provide a copy of your transcripts with your application.

ATTENTION!

The first stage of the comparative analysis process for candidates who meet minimum qualifications is an application review. Therefore, it is paramount that you follow directions provided in this job announcement and address in detail your experience with the duties and requirements mentioned above in the experience portion of your application.

Conditions of Employment: In accordance with Colorado Mesa University policy, must successfully complete a criminal background check.

SUPPLEMENTAL INFORMATION:

For complete details, requirements and application instructions, visit www.coloradomesa.edu/hr/newempl.html or <http://www.colorado.gov/cojobs>. If you are completing a paper application, it can be picked up at the address below and must be received by 5:00 p.m. on the date given above (postmarks not accepted).

Resumes may be included, but applications stating "See Resume" for experience will

not be accepted in lieu of the properly completed State of Colorado application form.

IMPORTANT INFORMATION: Applications are part of the selection process and will be reviewed to determine if you meet the minimum qualifications for the position. Be sure the requirements listed above are specifically addressed on your application; failure to do so may result in the rejection of your application. **Also, application review may serve as all or part of the comparative analysis process for this position; it is to your benefit to address your experience with the duties listed above *in detail*.** Applications may be evaluated by a panel of subject matter experts who will rate your education, training and experience as demonstrated on your application. Attach additional pages if necessary to fully explain your experience and education.

Your application will be reviewed by a qualified Human Resources Specialist to determine if you meet the minimum qualifications. If it is determined that your application material does not meet the announced minimum qualifications, you will be notified in writing and may contact Lee Schmalz 970 248-1655 or Shannon Mims 970 248-1093 within three days of receipt of notice to attempt informal resolution of matter. If you still do not agree with our decision regarding your qualifications, you have the right to have that decision reviewed by the State Personnel Director. Your request for a Director's review must be received in the State Personnel Director's office within 10 days from your receipt of the letter informing you that you do not qualify and should include the following: 1) Job Title; 2) Agency involved; 3) Name of the agency representative spoken to during informal resolution attempts; 4) Date(s) of the conversations; 5) Specific issue(s); 6) Reason it is believed the decision was arbitrary, capricious, or contrary to rule or law. Direct your request to:

State Personnel Board
633 17th Street, Suite 1320
Denver, CO 80202-3604
Fax: 303-866-5038

To request a Director's review, you are required to complete and submit the Colorado State Personnel Consolidated Appeal/Dispute Form, available at: <http://www.colorado.gov/cs/Satellite/DPA-SPB/1232721347216>. Instructions for completing the form, as well as State Personnel Board Rules and Director's Administrative Procedures, are also available on the same Website. Public libraries offer internet access. If you are not able to access the forms on the internet or if you require assistance, please contact our Human Resources Office.

Appeal Rights: Under Colorado State Statute and State Personnel Procedures you have the right to request a review of or appeal to the State Personnel Director any step of the selection process, if you believe the action taken to be arbitrary, capricious or contrary to rule or law. If you believe the content of an examination was arbitrary, capricious or contrary to rule or law (scores and ranks are not considered as conduct or content), your appeal must be in writing and received no later than 10 calendar days from the date the examination was administered. Utilizing the Colorado State Personnel Consolidated Appeal/Dispute Form, which can be found at <http://www.colorado.gov/cs/Satellite/DPA-SPB/SPB/1232721347216>, send appeals to the appropriate address as indicated on the Consolidated Appeal/Dispute Form. The above 10-day deadline and appeal procedures apply, as well, to all charges of discrimination.

HOW TO APPLY: Thank you for your interest. Submit an on-line application by clicking <http://www.colorado.gov/jobs>. Alternatively, you may submit a State of Colorado Application for Announced Vacancy according to the instructions provided below. Failure to submit a complete

and timely application may result in the rejection of your application. Applicants are responsible for ensuring that application materials are received by the appropriate Human Resources office before the closing date and time listed above.

IF NOT APPLYING ON-LINE, SUBMIT APPLICATION TO:

Colorado Mesa University Human Resources, 1100 North Avenue, Lowell Heiny Hall 237, Grand Junction, CO 81501

DEPARTMENT CONTACT INFORMATION:

Shannon Mims, 970-248-1093, smims@coloradomesa.edu, or Lee Schmalz, 970 248-1655, lschmalz@coloradomesa.edu

METHODS OF APPOINTMENT: Appointment to the vacancy or vacancies represented by this announcement is expected to be from the eligible list created. However, at the discretion of the appointing authority, the position may be filled by another method of appointment for a valid articulated business reason.

THE STATE OF COLORADO AND COLORADO MESA
UNIVERSITY ARE EQUAL OPPORTUNITY EMPLOYERS.

Position #GZA-30-12017
CATALOGING TECHNICIAN
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