

Resource Sharing Specialist (6760C) Library, 70157  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=237757>

Downloaded On: Jun. 29, 2024 11:58am

Posted Jun. 14, 2024, set to expire Jun. 30, 2024

**Job Title** Resource Sharing Specialist (6760C) Library, 70157  
**Department** Resource Sharing Division  
**Institution** University of California, Berkeley  
Berkeley, California

**Date Posted** Jun. 14, 2024

**Application Deadline** Open until filled  
**Position Start Date** Available immediately

**Job Categories** Professional Staff

**Academic Field(s)** Library

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**Job Description**

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**Resource Sharing Specialist (6760C) Library, 70157**

**About Berkeley**

At the University of California, Berkeley, we are committed to creating a community that fosters equity of experience and opportunity, and ensures that students, faculty, and staff of all backgrounds feel safe, welcome and included. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

The University of California, Berkeley, is one of the world's leading institutions of higher education, distinguished by its combination of internationally recognized academic and research excellence; the transformative opportunity it provides to a large and diverse student body; its public mission and

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commitment to equity and social justice; and its roots in the California experience, animated by such values as innovation, questioning the status quo, and respect for the environment and nature. Since its founding in 1868, Berkeley has fueled a perpetual renaissance, generating unparalleled intellectual, economic and social value in California, the United States and the world.

We are looking for equity-minded applicants who represent the full diversity of California and who demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community. When you join the team at Berkeley, you can expect to be part of an inclusive, innovative and equity-focused community that approaches higher education as a matter of social justice that requires broad collaboration among faculty, staff, students and community partners. In deciding whether to apply for a position at Berkeley, you are strongly encouraged to consider whether your values align with our [Guiding Values and Principles](#), our [Principles of Community](#), and our [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and our goal is for everyone on the Berkeley campus to feel supported and equipped to realize their full potential. We actively support this by providing all of our staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. To find out more about how you can grow your career at UC Berkeley, visit [grow.berkeley.edu](http://grow.berkeley.edu).

### **Departmental Overview**

The Library's Resource Sharing Division (RSD) - comprised of two departments; Borrowing Services and Lending Services - supports the University's research and teaching mission by enhancing access and use of collections, and sharing of scholarly and research library resources. By providing access to the UC Berkeley Library collections, RSD supports faculty, staff, students, and independent researchers from the UC Berkeley community and around the world.

### **Application Review Date**

The First Review Date for this job is: June 27, 2024

### **Responsibilities**

As part of the Borrowing Services Department, the position supports the research and instruction mission of The University. Supervised by the Borrowing Services Department Head, the incumbent oversees and performs services that are designed to obtain research materials essential for scholarship and classroom teaching. In addition, the incumbent serves in a support role for other

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specialized services provided by the Division.

The incumbent performs essential resource sharing and related public service responsibilities: works one-on-one with patrons to locate resources including rare or obscure works irrespective of the format; understands and explains Borrowing Services policies and procedures to users; supports the instructional mission of the Library by showing patrons how to use Berkeley's discovery platforms, resource sharing platforms, electronic and other resources; and addresses a wide range of patron concerns in-person or virtually.

### **60% - Resource Sharing Tasks**

- Conduct bibliographic searching to process requests
- Utilize standard library tools, such as an Integrated Library System, ILL management system(s), and local and online catalogs
- Communicate with patrons and library colleagues in a timely manner, in-person, in writing, and/or virtually
- Process specialized borrowing requests in collaboration with other library departments, such as Acquisitions department
- Process incoming ILL materials for in-library use: including coordination with other library departments, statistical tracking, and specialized handling
- Escalate the most difficult bibliographic problems to the Department Head for resolution

### **15% - Public Service**

- Assist patrons and staff with procedural and policy questions
- Provide direct bibliographic verification assistance
- Handle inquiries about specific borrowing requests
- Staff on the public circulation desk

### **15% - Support for SLEs**

- Direct student library employees in receiving, returns, mail processing, and other operational functions in support of the unit
- Be a resource for student library employees in the office when they have questions about work processes or need public service assistance
- Assist in training and supporting new student library employees.

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### **10% - Professional Development and Other**

- Assist with other tasks in the division, as needed, especially in the absence of usual staffing
- Attend, participate, and/or present in job related professional or library events as appropriate

### **Required Qualifications**

- Demonstrated organization and time management skills, and the ability to work effectively both independently and as part of a team
- Demonstrated ability to interact with faculty, students, and staff, using tact and independent judgment to resolve a wide range of problems
- Demonstrated proficiency with standard professional office and communication software
- Strong oral and written communication skills

### **Preferred Qualifications**

- Strong bibliographic searching skills, and experience searching library catalogs and databases
- Experience working in a busy academic library, preferably in ILL
- Professional experience working with ILL management systems and/or Integrated Library Circulation Systems
- Demonstrated experience overseeing and assigning work to student workers or career staff
- Demonstrated experience using document scanners, microform readers, and other library-related equipment
- The ability to lift up to twenty pounds safely, to perform the physical motions involved in pulling and reshelving books, and to push loaded book trucks weighing up to three hundred pounds
- Bachelor's degree in related area and/or equivalent experience/training.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) non-exempt career position, which is paid hourly and eligible for full UC Benefits.

For information on the comprehensive benefits package offered by the University, please visit the University of California's [Compensation & Benefits](#) website.

Under California law, the University of California, Berkeley is required to provide a reasonable estimate

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of the compensation range for this role and should not offer a salary outside of the range posted in this job announcement. This range takes into account the wide range of factors that are considered in making compensation decisions including but not limited to experience, skills, knowledge, abilities, education, licensure and certifications, analysis of internal equity, and other business and organizational needs. It is not typical for an individual to be offered a salary at or near the top of the range for a position. Salary offers are determined based on final candidate qualifications and experience.

The budgeted salary or hourly range that the University reasonably expects to pay for this position is **\$25.75 - \$28.62.**

### How to Apply

To apply, please submit your resume and cover letter.

### Other Information

- This is an onsite position with the option of having a flexible work agreement depending on the needs of the organization.
- This position is governed by the terms and conditions in the agreement for the Clerical & Allied Services Unit (CX) between the University of California and Teamsters Local 2010. The current bargaining agreement manual can be found at:  
<http://ucnet.universityofcalifornia.edu/labor/bargaining-units/cx/index.html>

### Equal Employment Opportunity

The University of California is an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, or protected veteran status. For more information about your rights as an applicant, please see [the U.S. Equal Employment Opportunity Commission](#) poster.

For the complete University of California nondiscrimination and affirmative action policy, please see the University of California [Discrimination, Harassment, and Affirmative Action in the Workplace](#) policy.



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM.HRS\\_APP\\_SCH](https://careerspub.universityofcalifornia.edu/psp/ucb/EMPLOYEE/HRMS/c/HRS_HRAM.HRS_APP_SCH)

### Contact Information

Please reference Academickeys in your cover letter when applying for or inquiring about this job announcement.

#### Contact

N/A

University of California, Berkeley

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