

Library Bindery Manager (0417U), Library Bindery - 73021  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=246425>

Downloaded On: Oct. 19, 2024 1:14pm

Posted Oct. 7, 2024, set to expire Jan. 31, 2025

<b>Job Title</b>	Library Bindery Manager (0417U), Library Bindery - 73021
<b>Department</b>	Library Bindery
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Oct. 7, 2024
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Director/Manager Professional Staff
<b>Academic Field(s)</b>	Library
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**Job Description**

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**Library Bindery Manager (0417U), Library Bindery - 73021**

**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.

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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 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 Bindery is a University of California operation, housed and managed through the Berkeley campus. It provides print preservation services to the University of California system and other state and educational entities. Print preservation entails the operation's expertise in all manner of binding and box protection solutions.

### **Position Summary**

Manages the UC Bindery, dedicated to the print preservation of the 10 campuses of the University of California system and external customers.

Working within the Library Bindery, this position manages all aspects of the operation necessary in producing various book bindings, and provide related conservation and digitization services required by

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University of California Libraries and other customers. It provides strategic and operational direction and leadership to Library Bindery staff in all areas. It takes the lead in developing and ensuring sustainable operations that achieve its financial and customer service goals.

### Application Review Date

The First Review Date for this job is: 10/16/2024.

### Responsibilities

#### Leadership

- Works with the Director of Property Management & Library Bindery to set strategic direction for the department.
- Provides operational leadership to staff in achieving operation financial and service goals.
- Works with the Director to track operational performance.
- Reviews demand for and quality of existing services, leading appropriate change as needed to achieve operational goals.
- Identifies opportunities for operational growth.
- Regularly communicates department work and deadline information with staff.
- Makes daily, weekly, and monthly staff assignments.
- Ensures the department operations run smoothly, including: binding of publications and expeditious delivery; sets accurate and responsible pricing so as to meet expenses; establishes efficient processes and oversees and evaluates staff performance and development.
- Leads the organization's Lean initiatives.

#### Administration

- Ensures policy and contract compliance.
- Takes the lead in ensuring adherence with terms and conditions of staff union contract.
- Promotes a positive work environment.
- Establishes and recommends changes to policies which enhance the operational work conditions and environment.
- Develops and monitors operational processes, staffing, finance, human capital, and space planning.
- Takes the lead in operation staffing.
- Evaluates staffing levels, recommending to Director staffing needs to achieve financial and

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performance goals.

- Ensures staff members are adequately trained and competent in operation processes, operation software applications, University's Email and agenda systems, and other campus provided technology solutions that are of personal benefit to staff.
- Ensures the publications program conforms to the University's electronic and printed publishing policies.
- Ensures appropriate database storage and software systems are in place for desktop publishing and digital image storage.
- Reviews and/or prepares proposals to improve or expand services.
- Conducts quarterly and annual evaluations of direct reports.
- Oversees supply inventory using LEAN business processes.
- Works with Supply Chain Management in developing and executing supply vendor contracts.
- Reviews supply vendor bids to obtain the best quality product at the lowest possible price.
- Monitors supply vendor contracts and performance to ensure operation benefits by value-added service.
- Establishes inventory controls to ensure continuous, just-in-time supply.
- Forecasts and prepares annual budget; ensures publication/production plans balance costs and quality.
- Works with Director, Property Management Finance Manager, and Supply Chain Management Budget Officer in developing annual and further forecasted budgets.

### Customer Relations

- Maintains customer relations, including customer satisfaction with finished product.
- Seeks customer feedback on proposed operational changes.

### Employee training and evaluation

### Required Qualifications

- Skill in secure box production using Kasemake machines.
- Proficiency in adhesive binding techniques.
- Expertise in sew binding for publications with minimal space requirements.
- Knowledge of book Ability to trim pages to uniform size with precision.
- Experience in cover production using InDesign or similar software.
- Proficiency in cover printing using Canon Oceo printers.

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Operational Skills:

- Proficiency in client interaction and customer service.
- Competence in receiving, fulfilling, and shipping orders.
- Experience in packaging products for shipping.

Administrative and Management Skills:

- Experience in training and motivating employees.
- Ability to perform equipment repairs and maintenance.
- Experience in billing and financial management.
- Proven ability to conduct employee evaluations.
- Experience in establishing and tracking budget performance.

Interpersonal and Leadership Skills:

- Excellent communication skills, both written and verbal.
- Ability to foster positive working relationships with internal and external stakeholders.
- Strong leadership skills with the ability to provide operational direction and support to staff.
- Proven ability to lead and drive continuous process improvement initiatives.

Educational and Professional Background:

- Bachelor's degree in related area and/or equivalent experience/training.
- Minimum of five years of experience in bookbinding, conservation, or a related field.

Additional Skills:

- Knowledge of digitization processes, including metadata establishment, scanning, and digital image quality control.
- Familiarity with policy and contract compliance, particularly in a unionized environment.
- Ability to develop and monitor operational processes, staffing plans, and space planning.

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### **Preferred Qualifications**

- Demonstrated experience in a leadership or managerial role.

### **Salary & Benefits**

This is a 100% full-time (40 hrs a week) exempt career position, which is paid monthly and eligible for 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 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 annual salary that the University reasonably expects to pay for this position is \$98,600.00 - \$100,000.00.

### **How to Apply**

- To apply, please submit your resume and cover letter.

### **Driving Required**

- A valid driver's license and DMV check for driving record is required.

### **Diversity Statement**

Please include, as part of your application a brief (1-2 paragraph) statement on your contributions to diversity, equity, inclusion, and belonging in your professional experience.

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Advancing diversity, equity, and inclusion are fundamental to our UC Berkeley Principles of Community, which states that "every member of the UC Berkeley community has a role in sustaining a safe, caring, and humane environment in which these values can thrive."

### Other Information

- This is not a visa opportunity.
- This position is eligible for up to 50% remote work. Exact arrangements are determined in partnership with your supervisor to meet role responsibilities and department needs, and are subject to change.

### Conviction History Background

This is a designated position requiring fingerprinting and a background check due to the nature of the job responsibilities. Berkeley does hire people with conviction histories and reviews information received in the context of the job responsibilities. The University reserves the right to make employment contingent upon successful completion of the background check.

### 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

[https://apptrkr.com/get\\_redirect.php?id=5696845&targetURL=U.S. Equal Employment Opportunity Commission](https://apptrkr.com/get_redirect.php?id=5696845&targetURL=U.S. Equal Employment Opportunity Commission) poster.

The [University of California's Affirmative action policy](#).

The [University of California's Anti-Discrimination policy](#).

### Referral Source Info

This job is part of the Employee Referral Program. If a UC Berkeley employee is referring you, please ensure you select the **Referral Source** of "*UCB Employee*". Then enter the employee's **Name** and **Berkeley email** address in the **Specific Referral Source** field. Please enter only one name and email.



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**To apply, visit**

[https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS\\_HRAM\\_FL.HRS\\_CG\\_S](https://careerspub.universityofcalifornia.edu/psc/ucb/EMPLOYEE/HRMS/c/HRS_HRAM_FL.HRS_CG_S)

**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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