

Evening and Weekend Patron Services Supervisor  
(6759C), Berkeley Law - 75463  
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=251670>

Downloaded On: Jan. 19, 2025 10:19am

Posted Jan. 15, 2025, set to expire May 14, 2025

<b>Job Title</b>	Evening and Weekend Patron Services Supervisor (6759C), Berkeley Law - 75463
<b>Department</b>	School of Law
<b>Institution</b>	University of California, Berkeley Berkeley, California
<b>Date Posted</b>	Jan. 15, 2025
<b>Application Deadline</b>	Open until filled
<b>Position Start Date</b>	Available immediately
<b>Job Categories</b>	Professional Staff
<b>Academic Field(s)</b>	Library
<b>Apply Online Here</b>	<a href="https://apptrkr.com/5928670">https://apptrkr.com/5928670</a>

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**Job Description**

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**Evening and Weekend Patron Services Supervisor (6759C), Berkeley Law - 75463**

**About Berkeley**

At the University of California, Berkeley, we are dedicated to fostering a community where everyone feels welcome and can thrive. Our culture of openness, freedom and belonging make it a special place for students, faculty and staff.

As a world-leading institution, Berkeley is known for its academic and research excellence, public mission, diverse student body, and commitment to equity and social justice. Since our founding in 1868, we have driven innovation, creating global intellectual, economic and social value.

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We are looking for applicants who reflect California's diversity and want to be part of an inclusive, equity-focused community that views education as a matter of social justice. Please consider whether your values align with our [Guiding Values and Principles](#), [Principles of Community](#), and [Strategic Plan](#).

At UC Berkeley, we believe that learning is a fundamental part of working, and provide space for [supportive colleague communities via numerous employee resource groups](#) (staff organizations). 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 full-time staff employees with at least 80 hours (10 days) of paid time per year to engage in professional development activities. Find out more about how you can [grow your career](#) at UC Berkeley.

### Departmental Overview

UC Berkeley's School of Law is one of the nation's great centers for legal education, ever exploring and pushing new intellectual boundaries while tackling urgent, real-world issues. The law school is also known for its vibrant and engaged community of students and scholars who are committed to providing leadership and making a difference on problems of local, national and global import. Currently ranked among the top law schools in the country, the School of Law has ambitious development goals as it looks to continue producing leaders in law, government, and society.

The University of California, Berkeley, School of Law (Berkeley Law) is one of the nation's premier law schools, located at one of the world's great universities. The Law Library holds one of the largest law collections in the world. It houses an extensive collection of Anglo-American, international, foreign, and comparative law. The Law Library serves a faculty of more than 100, including tenured and tenure track, clinical, adjunct, and visiting professors and lecturers; more than 900 J.D. students; 250 LL.M. students; 150 Professional Track LL.M. students in the summer; graduate students from the School of Jurisprudence and Social Policy; more than 100 visiting scholars each year; as well as researchers from other scholarly and legal communities. These include members of the University of California community, private attorneys, and members of the general public. Berkeley Law is the home of the prestigious Robbins Collection, which specializes in religious and civil law, and includes rare books and manuscripts. The Law School has a wide variety of research centers, clinics, and student-initiated projects.

The Patron Services position oversees and provides circulation services to enrolled students, faculty, staff and non-UC affiliated patrons. The incumbent in this position oversees all duties associated with providing access to the collections and related services. The incumbent provides support, explains and interprets library policies and procedures as necessary, and independently makes service-related

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decisions when necessary. The incumbent hires and supervises student employees, including ID checkers working evening and weekend shifts.

The candidate is responsible for working with the law school's evening building manager on any library facilities issues that arise and with the campus-assigned Safety Patrol Officer (SPO) on any security issues.

### **Application Review Date**

The First Review Date for this job is: January 27, 2025

### **Responsibilities**

- Oversees and provides support for circulation and public services. Independently manages the library's service point during evening and weekend hours.
- Serves as primary resource for circulation questions, or emergencies from student staff during evening and weekend hours.
- Trains and supervises student employees.
- Directs projects and ensures all work is completed during shifts.
- Coordinates workflows with staff in the division.
- Employs independent judgment to manage difficult patron interactions, security and medical emergencies, alarms or other disruptive situations with professionalism and tact.
- Liaises with Safety Patrol Officers (SPO) and Evening Building Manager on security and facilities issues.
- Assists in gathering materials requested by faculty and other patrons.
- Initiates, assists with, and independently completes library-wide projects and initiatives as needed.
- Engages in professional development and training opportunities as needed.
- Performs other duties within the scope of this classification as assigned.

### **Required Qualifications**

- Ability to work evenings and weekends. The proposed schedule is as follows:

### ***Regular Academic Year***

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Tuesday-Friday 12:30pm - 9:00pm

*Saturday: 10am - 6:00pm*

***Intersessions: Spring Break/ Curtailment/ Winter break (not open nights and weekends)***

*Monday-Friday 9:30am - 6:00pm*

***Summer Sessions (Mid-May through Mid-August)***

*Tuesday-Friday 9:30am - 6:00pm*

*Saturday: 10am - 6:00pm*

- Experience providing high-quality customer service, ideally in a library setting.
- General knowledge of library practices and procedures.
- Ability to learn quickly and perform tasks independently and accurately.
- Experience working on team projects in an academic setting.
- Experience with online library catalogs.
- Ability to organize and prioritize multiple tasks with interruptions.
- Excellent problem-solving skills.
- Excellent organizational and time management skills, including demonstrated strong attention to detail, ability to prioritize, exercise initiative, perseverance and sound judgment while effectively executing numerous projects in a high-pressure, fast-paced environment.
- Ability to work independently as well as in a team environment and establish and maintain effective working relationships.
- Excellent analytical skills and the ability to resolve complex problems and discrepancies creatively, while staying within policies.
- Excellent verbal and written communication skills.
- Strong computer skills with the ability to quickly learn to use new software and campus specific systems.
- Must either be proficient, or be able to become proficient very quickly, using the Microsoft Office suite and the Google productivity suite.
- Demonstrated commitment to and understanding of diversity, equity, inclusion, and belonging (DEIB), and ability to apply and integrate core concepts of DEIB into everyday practice.
- Must be 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.
- Must demonstrate a sensitivity to and understanding of the diverse academic, socioeconomic,

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cultural, disability, gender identity, sexual orientation, and ethnic backgrounds present in our community.

*Education/Training:*

- Associate's or bachelor's degree or an equivalent combination of education and experience.

**Preferred Qualifications**

- Experience working in a library.
- Experience with an integrated library system.
- Knowledge of library circulation policies.
- Demonstrated ability to maintain composure under pressure while always exhibiting courtesy.

**Salary & 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 salary or hourly range that the University reasonably expects to pay for this position is \$31.69 (Step 4) - \$33.24 (Step 6). This is a non-exempt, bi-weekly paid position.
- This is a full-time, Career position that is eligible for full UC benefits.
- This is an on-site position at the University of California, Berkeley.

**How to Apply**

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

**Conviction History Background**

*This is a designated position requiring fingerprinting and a background check due to the nature of the*



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*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.*

### **Misconduct**

**SB 791 and AB 810 Misconduct Disclosure Requirement:** *As a condition of employment, the final candidate who accepts a conditional offer of employment will be required to disclose if they have been subject to any final administrative or judicial decisions within the last seven years determining that they committed any misconduct; received notice of any allegations or are currently the subject of any administrative or disciplinary proceedings involving misconduct; have left a position after receiving notice of allegations or while under investigation in an administrative or disciplinary proceeding involving misconduct; or have filed an appeal of a finding of misconduct with a previous employer.*

*"Misconduct" means any violation of the policies or laws governing conduct at the applicant's previous place of employment, including, but not limited to, violations of policies or laws prohibiting sexual harassment, sexual assault, or other forms of harassment, discrimination, dishonesty, or unethical conduct, as defined by the employer. For reference, below are UC's policies addressing some forms of misconduct:*

[UC Sexual Violence and Sexual Harassment Policy](#)

### **Other Information**

*This is not a visa opportunity.*

*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.*

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

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



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**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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