

Media Services Specialist (4445C), Library
Administration - 77882
University of California, Berkeley

Direct Link: <https://www.AcademicKeys.com/r?job=256510>

Downloaded On: May. 9, 2025 6:44am

Posted May 5, 2025, set to expire Jul. 1, 2025

Job Title	Media Services Specialist (4445C), Library Administration - 77882
Department	UC Berkeley Library
Institution	University of California, Berkeley Berkeley, California
Date Posted	May 5, 2025
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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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

The Access Services Division has leadership for planning and coordinating access and circulation policies and procedures across the UC Berkeley Library.

Additionally, the Access Services Division consists of the following units - Library Privileges, Information Desks Services, Newspapers/Microforms Library and Current Periodicals, Media Services + Collections, Doe/Moffitt Circulation Services, and Stacks Maintenance.

The Media Services + Collections (MSC) unit houses the campus's primary collection of streaming as well as physical media materials, and maintains current and legacy playback and production equipment to support transformative uses of media in teaching, learning and scholarship.

The collection and media services are used intensively in teaching and learning. Annually, MSC fulfills approximately 3,000 streaming reserves requests, circulates approximately 200 physical media items for onsite individual research and classroom instruction, and digitizes 1,500 physical media items to support teaching and learning at Berkeley and nationally through Lumiere.

Primary constituents are UC Berkeley faculty and instructors in a wide array of disciplines that use these resources to teach, and current enrolled UC Berkeley undergraduate and graduate students. The position works closely with many other library units related to student employee hiring, processing, and systems. The position plays a central role in supporting campus staff that work with media to support teaching, learning and research in DSP Media Captioning Services, Digital Learning Services, the Berkeley Language Center, the Berkeley Center for New Media and Berkeley Video.

Position Summary

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Following overall Library guidelines, policies and priorities under the general direction of the Head of Access Services Division and a dotted relationship line to the Film & Media Services Librarian, this position serves as operations lead for all functions, staffing and tasks relating to the Media Services + Collections. Duties include but not limited to facilities management, collections, circulation, reference and information services, preservation, and supervision.

Application Review Date

The First Review Date for this job is: 05/15/2025.

Responsibilities

Analyzes, evaluates, interprets and revises or proposes revisions to established operational guidelines within scope of assigned responsibilities.

Media Production & Streaming Media Management:

- Produces and supports production of media objects for library exhibits, student employee training materials, and to support teaching, learning and scholarship; uses post-production software to correct transfer errors and apply open-captioning to UC Regent copyrighted materials.
- Manages Media Services + Collections audiovisual digitization lab-workspace.
- Oversees high-volume ingest, ensuring that streaming reserves, one-off access requests, and project-based work is coordinated and completed on schedule.
- Transfers sound recordings from the Library's collection, including phonographic discs, cassettes, and microcassettes and digitizes cassette-based video recordings.
- Instructs staff on correct operation of lab-workspace equipment including grooved discs, cassette tapes, and other media formats.
- Delivers completed transfers fulfilling patron requests, monitors quality control of lab processes, and migrates data to repository for long term preservation storage.
- Performs specialized repair and maintenance of analog video formats and equipment for transfer.
- Collaborates with Film & Media Services Librarian, Library IT, and other partners in meeting project goals.
- Evaluates access to collections, specialized equipment needs, including replacement of outdated equipment, make formal written recommendations for acquisitions of replacement equipment as necessary.
- Manages and reviews various types of unit statistics to be used in special reports and to monitor workload and staffing needs. Creates spreadsheets for recording/calculating monthly/annual statistics. Prepares unit's annual report (narrative and statistical) for Access Services Division

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head. Prepares and justifies annual budget request (as necessary) based on analysis of unit needs for equipment, staffing, etc. Monitors the monthly GA budget expenditures.

- Analyzes use of unit and collections. Maintain circulation statistics for daily patron usage, reserve functions and collections use.
- Develops local emergency procedures based on Library-wide emergency response routines.
- Manages the retrieval, including process requests and shelving of media materials in 65 Doe and 150 Moffitt.

Reference and Instruction: Provides patrons with reference assistance using library and other information resources in a wide range of formats, languages, and disciplines.

Designated Library Contact for Academic Support Units:

- Digital Learning Services: trains and supports DLS staff in incorporating media objects and collections into bCourses sites; troubleshoots escalated access and film identification issues.
- DSP Captioned Media Services: collaborates with DSP captioners to meet ADA accommodation requirements for course integrated video; troubleshoots escalated encoding and decryption issues.
- Berkeley Center for New Media: collaborates with BCNM faculty to design analog and digital media learning experiences, including pop up video game labs and online learning objects.
- Berkeley Video: collaborates with Berkeley Video and University Communications and Public Affairs to identify, preserve and make accessible UC Regents copyrighted video that tells the story of Berkeley.

Virtual and In-Person Reference / LibAnswers Service:

- Triage instructor course reserve requests through the Media + Making LibAnswers queue, identifying streaming and physical resources for classroom use.
- Maintains a regular assignment at the Privileges Desks in-person and virtually via the Access Services LibAnswers queue to issue library cards and explain/establish borrowing privileges, collect library fines and fees, resolves problems and answer questions regarding billing or borrowing issues, and interpret library policies and procedures as related to library and collection access. Refer complex issues to Privileges Desk Manager. Also maintains a regular assignment at the Drop-In Research Help desk.

Media + Making Service Design:

- Collaborates with Film & Media Services Librarian and Maker Education Lead to revise program

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objectives and meet evolving Media + Making needs.

Cataloging: Within discrete areas, performs work to make materials accessible.

Physical and Streaming Media Processing and Metadata Management:

- Catalogs new Media Services + Collections acquisitions and cataloging backlog through detail-oriented Resource Management work in Alma and accurate MARC field editing in OCLC Connexion, enhancing OCLC records as needed.
- Performs bibliographic and holdings maintenance for MSC collection to ensure materials are accurately described and discoverable in UC Library Search.
- Escalates original cataloging work to Metadata Services as needed.
- Working independently, creates digital surrogates and manages file names and metadata in Lumire and other platforms for digitized media.
- Maintains organized stores of digital files in preparation for periodic transfer to archival storage.

May lead a team of staff library professionals and/or assistants.

- Hires, trains, and supervises 5-10 student library employees who are performing routine and/or largely operational duties as part of the overall operations of the unit; manages and prioritizes work done by student assistants; monitors progress of students assigned to projects to ensure established goals are met by completion date, and to quality control standards
- Monitors workload, hours of operation and staffing levels to make recommendations for changes as necessary. Serves as the unit liaison with Library Human Resources Department and the Library Business Office for matters related to student workers (i.e. CalTime, hiring and disciplinary actions, campus policies affecting students, etc.) Processes student time sheets through CalTime, bi-weekly to ensure student staff are paid appropriately. Maintains operations and processing documentation, including the unit's Student Manual. Develops and/or revises procedures, as needed.

Required Qualifications

- Advanced professional knowledge enabling the performance of a full range of coordinating, and/or highly specialized functional subject area activities.
- Related library experience.
- Working knowledge of the Library of Congress classification system.
- Specialized functional subject area knowledge related to reference, access and borrower

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services. This knowledge may be acquired through considerable library experience, possibly in combination with specialized training and skills or relevant academic preparation.

- Advanced knowledge of applicable systems and databases.
- Knowledge of or experience with an integrated library system (ILS). Understanding of ILS bibliographic, item and holdings records. This knowledge may be acquired through considerable library experience, possibly in combination with specialized training and skills or relevant academic preparation.
- Advanced analytical and problem-solving skills to address highly complex or specialized solutions.
- Knowledge of or ability to balance competing priorities and improve workflows.
- Advanced interpersonal skills to deal with a variety of people and situations, including providing guidance and leadership to other library professionals.
- Demonstrated initiative, flexibility, and ability to work creatively and effectively both independently and as a member of a team.
- Advanced knowledge of library data transformation techniques and software tools.
- Knowledge of streaming technologies, video and audio equipment set up and maintenance, including legacy A/V equipment, MARC bibliographic record fields.
- Demonstrated knowledge of or experience with standard office and collaboration software (e.g. Microsoft Office Suite, Google Drive).
- Assists with implementation of new technology as needed.
- Bachelor's degree in related area and/or equivalent experience/training.

Preferred Qualifications

- Academic or media library experience.
- Alma integrated library system experience.
- Knowledge of or experience interpreting and monitoring operational budgets (e.g. General Assistance funds).
- Experience transferring high volumes of files using FTP/SFTP.
- Familiarity with archival standards for video and audio, including knowledge of audiovisual codecs and container files best for long-term storage.

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

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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 annual salary range that the University reasonably expects to pay for this position is \$73,302.81 (Step 1) - \$76,261.32 (Step 3).

How to Apply

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

Other Information

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>

- This is not a visa opportunity.

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.

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.

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"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](#)

[UC Anti-Discrimination Policy](#)

[Abusive Conduct in the Workplace](#)

Equal Employment Opportunity

[U.S. Equal Employment Opportunity Commission](#) poster.

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

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

To apply, visit

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

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