



Job Title: Collection & Systems Services Librarian

Department: Sacramento Campus & Law Library

Campus: Sacramento

Posting Number: 201304259P

Full or Part Time: Full Time

Number of Months: 12

Open Until Filled: No

Special Instructions to Applicants

For Applicants Seeking Job Opportunities within the University

Internal: Internal applicants will be considered within the first five (5) business days of the posting period.

External: External applicants will be considered on the sixth (6) business day of the posting period.

Sponsorship

This position is not eligible for a visa sponsorship now or in the future.

Position Summary Information

Primary Purpose

The Collections and Systems Services Librarian manages cataloging, metadata, and the integrated library system to ensure accurate access to Law Library resources. The position oversees budgeting, financial reporting, and vendor and contract administration, and supports electronic resource licensing, authentication, and discovery tools. The librarian maintains statistical data for accreditation, ensures compliance with government depository requirements, and administers the law school's digital repository and digital scholarship initiatives. The role contributes to operational planning and engages in ongoing professional development to support the needs of faculty, students, and the law school community.

Essential Functions

Cataloging & Metadata Management

- Performs original and complex copy cataloging; establishes and maintains cataloging policies, procedures, and priorities; resolves cataloging errors, authority control issues, and classification problems.
- Integrated Library System (ILS) Administration
- Manages the Law Library's ILS in coordination with University Libraries; serves as liaison to the ILS vendor
- Facilitates upgrades and troubleshoots hardware and software issues.

Budget & Financial Oversight

- Manages the library's financial operations, including accounts payable and annual budgeting
- Prepares financial analyses and monthly reports; monitors expenditures, trends, and major contract payments.

Vendor & Contract Management

- Oversees vendor relations and contract administration for library resources, services, and systems.

Electronic Resources & Systems Support

- Assists in managing electronic resources, including authentication systems, licensing, payments, proxy services, and discovery tools
- Collects and analyzes usage statistics for e-resources.

Statistics & Compliance

- Compiles and maintains statistical data for accreditation, assessment, and institutional reporting
- Manages federal and state government documents and ensures compliance with depository requirements.

Digital Repository & Scholarly Communications

- Oversees the law school's digital repository presence; develops and implements workflows, metadata standards, digitization projects, and quality control
- Manages digital publishing initiatives such as e-journals, conference materials, e-books, and OER.
- Promotes digital scholarship services.

Professional Development & Additional Duties

- Participates in professional activities and continuing education; performs other duties as assigned.

University of the Pacific recognizes that diversity, equity, and inclusion is foundational to the success of our valued students and employees. We prioritize

policy and decision-making that demonstrates awareness of, and responsiveness to, the ways socio-cultural forces related to race, gender, ability, sexuality, socio-economic status, etc. impede or propel students, faculty, and staff.

Minimum Qualifications

- MLIS from an ALA accredited school.
- Working knowledge of integrated library systems (ILSs).
- Demonstrated knowledge in using Microsoft Word and Excel to organize, analyze and manipulate data sets and information.

Preferred Qualifications

- JD from an ABA-accredited law school.
- Substantial knowledge of library databases.
- Proficiency with Lexis, Westlaw, internet and online research tools and techniques, and instructional technology.
- Strong interpersonal, oral, written communication and organizational skills.
- Experience and sensitivity in working with people of diverse backgrounds and cultures.
- Demonstrated experience in advancing social justice, equity, and inclusion in a university setting.
- Ability to engage and integrate culturally responsive practices and knowledge in their work.

Physical Requirements

This is an in-person role, and the successful candidate must be willing to relocate within California, preferably within 25 miles of the Sacramento Pacific campus.

The physical demands described here are representative but not definitive of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Valid driver's license required. Incumbent must also be able to meet the University's fleet rules and be eligible to drive for University business. The University and its insurance carrier reserves the right to exclude applicants based on their driving record.

Hiring Range \$80,000 - \$100,000 per year. We consider factors such as, but not limited to, scope and responsibilities of the position, candidate's qualifications, internal equity, as well as market and organizational considerations when extending an offer.

Background Check Statement

All applicants who receive a conditional offer of employment are required to execute a release and authorization for a background screening.

[AB 810](#) Misconduct Disclosure Requirement: University of the Pacific complies with California Assembly Bill 810, requiring candidates accepting conditional job offers to disclose any final administrative or judicial findings, ongoing proceedings, allegations, resignations under investigation, or appeals related to sexual harassment or misconduct within the past seven years.

Anti-Discrimination/EEO Policy Statement

University of the Pacific is an equal opportunity employer dedicated to workforce diversity across backgrounds, experiences, and viewpoints. Pacific does not unlawfully discriminate in its hiring of faculty and staff, or in the provision of its employment benefits to its faculty and staff on the basis of race, color, religion, national origin, ancestry, age, genetic information, sex/gender, marital status, military and veteran status, sexual orientation, medical condition, pregnancy, gender identity, gender expression, or mental or physical disability, or other legally protected characteristics or combination of such characteristics. While we strive to attract a broad and representative pool of candidates, all hiring decisions are made based on merit, selecting the most qualified individual for each position.

Required Documents

Resume

Cover Letter/Letter of Application

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