POSITION VACANCY ANNOUNCEMENT

POSITION: Access Services Manager – Library Associate 2

REPORTS TO: Chair, Departmental Libraries and Head, Architecture and Fine Arts Library

SALARY: Minimum annual salary at $40,715; Actual rate will reflect experience and credentials

REQUISITION #: 514219

DEADLINE DATE: July 24, 2020 - applications will be reviewed as received

JOB SUMMARY
The Library Access Services Manager manages most aspects of Access Services at the Architecture & Fine Arts Library (service desk schedule, circulation, course reserves, fines/billings) and contributes to overall development of access services policies and procedures library-wide. Manages course reserves and provides direct service to faculty as well as processes and digitizes materials for improved access. Serves as liaison to outside departments including Library HR, and facilities. Manages supplies budget and orders supplies. Provides administrative support and leadership for various library projects and initiatives.

To support all students, staff and faculty, and foster excellence in a diverse and collaborative society, the Libraries are actively seeking candidates who bring culturally-rich lived experiences to work with individuals of diverse backgrounds, experiences, races, ethnicities, genders, sexual orientation, and perspectives.

RESPONSIBILITIES

MANAGES COURSE RESERVE SERVICES
- Serves as primarily liaison to College of the Arts and College of Design, Construction, & Planning faculty regarding course reserves services.
- Processes requested materials in a variety of formats (print, electronic, sound, image, video) to make them physically and/or electronically accessible through the Libraries’ course reserves system.
- Orders new materials based on faculty requests for course reserves.
- Keeps abreast of copyright guidelines and maintains appropriate records and statistics to ensure University compliance.

SUPERVISES ARCHITECTURE & FINE ARTS LIBRARY SERVICES DESK and MOST ACCESS SERVICES RELATED FUNCTIONS
- Manages Architecture & Fine Arts Library Services Desk (circulation, reserves, reference, media/equipment) and coordinates desk schedule for library faculty, staff, and student employees.
- Hires, trains, supervises and evaluates all Architecture & Fine Arts Library Student/OPS staff.
- Manages Architecture & Fine Arts Library OPS budget, and communicates with the Libraries’ HR office regarding OPS hiring, termination, and payroll matters.
• Contributes to the development of campus-wide library access services policies/procedures through service on the Access Support Steering Committee, and develops and documents local procedures for the Architecture & Fine Arts Library.
• Maintains all documentation related to access services and related functions, including internal websites.
• Provides support for the maintenance of the AFA Library stacks, including overseeing student staff work related to shelving and shelf-reading.
• Coordinates searching for lost/missing materials; and, facilitates selector evaluation for replacing titles.
• Coordinates Uborrow checkouts and returns.
• Provides back-up for ILL Lending tasks.
• Serves as liaison to other access services units across campus.
• Collects, documents and reports public services statistics.
• Contributes to bibliographic projects that enhance access services.

ADMINISTRATIVE SUPPORT
• Monitors general facilities issues such as lighting, maintenance, environmental control, etc., and reports problems to appropriate library and University departments.
• Monitors technology issues, troubleshoots, and reports issues to appropriate library and University departments.
• Manages office supply inventory and ordering. Manages budget and makes purchases using a P-card.
• Provides ad hoc administrative support for three library faculty.
• Serves on library committees and contributes to special projects as assigned.

WORKS SCHEDULED HOURS AT THE ARCHITECTURE & FINE ARTS LIBRARY PUBLIC SERVICES DESK
• Works scheduled hours at the service desk. Includes opening/closing if scheduled.
• Performs basic and supervisory level circulation system transactions and responds appropriately to patron inquiries about circulation matters.
• Provides general reference assistance and help with directional queries, and makes referrals to other staff when appropriate.
• Helps to maintain an environment conducive for study and research by ensuring that reading room policies are observed.

SUPERVISES FINES/BILLING OPERATIONS
• Supervises processing of operations reports and notices. Bills patrons according to established procedures.
• Maintains fines/billing documentation including reports from Student Financial Affairs, according to established procedures.
• Investigates problem reports and communicates with patrons regarding fines/billing matters.

STAFF DEVELOPMENT/TRAINING ACTIVITIES
Participates in training activities or classes to improve skills or enhance knowledge needed for position including working with other access services staff/units, subject specialist librarians, and OPS supervisors to ensure efficiency and compliance with evolving policies and procedures.

QUALIFICATIONS
Required:
Bachelor’s degree and four years of related library experience; or a Master’s degree and two years of related library experience; or any equivalent combination of experience, training and/or education.
**Preferred:**
- Strong verbal and written communication skills
- Experience tracking and managing budgets
- Experience with supervision and training
- Experience providing customer service
- Ability to work independently as well as collaboratively to accomplish goals
- Experience managing access services (circulation, course reserves) in an academic library
- Experience producing and manipulating digital files including PDFs and multiple image/audio/video formats
- Knowledge copyright guidelines as they relate to providing access to material for academic use
- Experience working with non-print formats, including digital images, video, and sound recordings
- Experience using ExLibris ALEPH library management system
- Experience using PeopleSoft and ISIS
- Basic computer skills and experience with Microsoft Office
- Experience creating reports and generating statistics
- Degree or substantial knowledge of Art, Architecture, Design, and/or Music
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation, and perspectives
- Flexibility, and ability to adapt and work in a rapidly changing academic environment

**THE UNIVERSITY OF FLORIDA**
The University of Florida (UF) is a major, public, comprehensive, land-grant, research university. The state's oldest and most comprehensive university, UF is among the nation's most academically diverse public universities and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. UF has a long history of established programs in international education, research and service. In 2013 the Florida Legislature designated UF as the state’s preeminent institution which grew into an opportunity to achieve national and international recognition for the University’s work in serving students and the world. It is one of only 17 public, land-grant universities that belong to the Association of American Universities. UF traces its beginnings to a small seminary in 1853 and is now one of the largest universities in the nation, with more than 50,000 students. For more information, please consult the UF homepage at [http://www.ufl.edu](http://www.ufl.edu).

**UNIVERSITY OF FLORIDA LIBRARIES**
The libraries at the University of Florida form the largest information resource system in the state of Florida with seven libraries and three off-campus facilities. The George A. Smathers Libraries are comprised of six of the campus libraries, and all of the off-site facilities. The only library outside of this system is Lawton Chiles Legal Information Center at the Levin College of Law. The libraries hold over 6 million print volumes, 8.1 microfilms, 1.5 million e-books, 145,000 full-text electronic journals, over 1000 electronic databases, 1.3 million documents and 1.4 million maps and images. The libraries maintain partnerships and engages in a variety of collaborative, international projects while engaging with the UF community.

The UF Libraries have built a number of nationally significant research collections, including the Latin American, Judaica, Florida History, Children’s Literature, and Maps and Imagery collections. We are a member of the Association of Research Libraries (ARL) and other regional library consortia. The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants.
The George A. Smathers Libraries are strong advocates for inclusion and intellectual freedom. The Libraries’ commitment to both is articulated in the Inclusion Statement and Intellectual Freedom Statement, both of which are posted at [http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

**ARCHITECTURE & FINE ARTS (AFA) LIBRARY**
The Architecture & Fine Arts (AFA) Library is a branch library located on the UF campus, within the Fine Arts Complex. The collections of the AFA Library primarily support academic programs associated with the College of Design, Construction & Planning and the College of the Arts. In addition to bound volumes (books, journals, musical scores), the library holds over 12,000 sound and video recordings. AFA Library functions through the skilled work of three librarians, three additional full-time staff, and several student employees involved in a variety of public services, collection management, and technical services activities. AFA Library provides seating for 100 patrons, access to public computing workstations with options for image creation and reproduction, and circulating equipment including portable 3D scanners, cameras, iPads, and digital projectors. The AFA Library’s specialization and size make it an important university, state, and regional resource. In addition to its resources, the library’s unique mid-century modern space continually impresses visitors. Unusual, hallmark double-decker carrels dominate the wood-paneled, 20-ft ceilinged reading room. While open to all interested researchers, the AFA Library reading room is enlivened with the activities of individuals inspired to enrich the world with their creative efforts.

**COMMUNITY**
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as an award-winning and innovative city friendly to both professionals and families. The [Guide to Greater Gainesville](http://hr.ufl.edu/benefits/) combines award-winning photography and compelling articles that capture all of the reasons for calling Gainesville your next home. The area has numerous cultural institutions and is a haven for sports fans. Jacksonville, Orlando, Tampa, Tallahassee, and St. Augustine are all within a two-hour drive. Gainesville is an affordable city and area to live in – using a cost of living calculator you can compare cities across the United States. [See how affordable Gainesville really is](http://hr.ufl.edu/benefits/).

**Benefits**
Vacation days, paid holidays, and sick leave days; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment and benefits at UF available at [http://hr.ufl.edu/benefits/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called [ALEX](http://hr.ufl.edu/benefits/) to help employees and prospective employees review benefit choices at UF.

**Application Process**
To apply, submit
- a cover letter detailing your interest in and qualifications for this position
- your current resume or CV
- a list of three references including their contact information (telephone number and email address)

Apply by July 24, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at [Requisition 514219](http://hr.ufl.edu/benefits/). Failure to submit the required documents may result in the application not being considered. If you have any questions or concerns about this process please contact Tina Marie Litchfield, George A. Smathers Libraries Human Resources Office, at tlitchfield@uflib.ufl.edu.
AFFIRMATIVE ACTION/EEO
The University of Florida is an Affirmative Action, Equal Opportunity Employer and encourages applications from women and minority group members. We are dedicated to the goal of building a culturally diverse and pluralistic environment; we strongly encourage applications from women, members of underrepresented groups, individuals with disabilities, and veterans. As part of the application process, applicants are invited to complete an on-line confidential and voluntary demographic self-disclosure form which can be found at: http://hr.ufl.edu/data-card/. This information is collected by the University of Florida's Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.