POSITION VACANCY ANNOUNCEMENT

POSITION: 3D and Emerging Technology Services Manager – Library Associate 1

REPORTS TO: Associate Chair, Marston Science Library

SALARY: $35,115 annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 507139

DEADLINE DATE: May 7, 2018 - applicants will be reviewed as received

JOB SUMMARY
The Marston Science Library Emerging Technology Services Manager works in the areas of 3D services, emerging technology services, and public services. The incumbent must possess knowledge of basic 3D concepts, including practical knowledge of 3D techniques that support student and faculty research. The position primarily manages the daily activities of Marston Science Library’s 3D services and exercises a level of authority, independence and initiative to prioritize 3D decision-making. The Manager supports the library’s emerging technology services through the identification of tools, instruction and outreach. The position also ensures currency and accuracy of Marston’s website. Additionally, this position provides excellent customer relations to library patrons through service on the Marston Service Desk and the Libraries’ chat reference. The Manager collaborates and communicates with units across the UF Libraries.

RESPONSIBILITIES

3D Services
- Manages the 3D queue at Marston Science Library through the development of workflows within the scope of established policies. Recommends policy changes to supervising librarian when appropriate.
- Directs the flow and prioritization of orders in the 3D queue. This includes operating the printers when a student is not available and predicting upcoming demand to ensure materials are sufficiently stocked.
- Diagnoses and troubleshoots malfunctioning technology and performs or supervises repairs. Provides preventative maintenance as needed.
- Supervises the 3D student assistants and volunteers (totaling 1 FTE) including hiring, scheduling, training, approving time, and monitoring internal communications to ensure seamless service between shifts, and tracking repair triage.
- Assists patrons with 3D print jobs when a 3D student is not available or with highly complex requests.
- Helps patrons with the 3D scanners available at Marston including training and troubleshooting issues.
- Liaises with other library branches to coordinate compliance with TRM150 training.
- Collaborates with the librarians involved in this service to resolve any advanced issues.

Emerging Technology Services
- Supports MADE@UF services and technology by coordinating events.
- Coordinates emerging tech-related outreach in collaboration with the Space and Stack Management Supervisor.
- Participates in emerging tech-related outreach to the local K-12 school and public library community.
• Creates documentation and patron-oriented materials for loanable and emerging technology and works with Marston’s Access Services on deployment of technology.
• Designs and updates internal documentation and staff training materials as needed.
• Helps to identify and recommend emerging technology for adoption by the library.
• Delivers instruction related to current and emerging technology supported by the library.

Public service
• Provides service to library patrons at the circulation and reference stations of the Marston Science Library Service Desk. Serves as circulation supervisor during desk shifts.
• Supervise OPS staff during assigned desk shifts, including training, coaching, and communication of policies; provide feedback on OPS training and performance to Daytime Operations Manager.
• Keeps expert working knowledge of competencies required of circulation staff and of UF Libraries’ circulation manual.
• Works Circulation Station and library operations Monday through Friday, maintaining daily presence at the MSL Service Desk during assigned shifts.
• Assists patrons with questions about circulation and library policies; loans & returns materials to patrons; creates or updates item records for library materials to allow for circulation, assists patrons in submitting online appeals for the reversal or reduction of library charges; creates guest computer user accounts.
• Answers general directional & reference questions and provides referrals to patrons seeking research assistance.
• Helps monitor library equipment and facilities within Marston; documents and responds to problems by submitting online service requests.
• Updates/informs circulation staff and branch coordinators of incidents or events that may have occurred during shift.
• Assists faculty researchers and students at the reference desk to access resources and locate materials. This duty requires knowledge of web resources, as well the libraries’ collections and databases.
• Participates in the state-wide chat reference service, Ask A Librarian.
• Serves as backup to other unit staff public services positions as needed.

Other
• Serves on MSL and Library Committees as appropriate.
• Participates in workshops and classes to upgrade computer and other job-related skills.
• Other duties as assigned.

Web Services
• Maintains and reviews existing webpages for accuracy and currency.
• Liaises with the George A. Smathers Libraries’ webmaster to make changes to the MSL main page content.
• Updates the website in accordance with faculty requests and instructions.
• Informs staff of updates to the website.

QUALIFICATIONS
Required:
Bachelor’s degree and two years of related library experience; or a master’s degree and one year of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
• Demonstrated analytical skills
• Strong verbal and written communication skills
• Ability to lead teams and work collaboratively to accomplish goals
• Strong general computer skills and experience with Microsoft Word and Outlook
• Knowledge of 3D technology and software
• Successful teaching and/or training experience
• Experience working in an academic, public or school library
• Knowledge of emerging technology for education
• Supervisory experience
• Flexibility, and ability to adapt and work in a rapidly changing academic environment
• Familiarity with content management systems
• Understanding of library management systems and records
• Knowledge of science and general reference sources

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 9th among “Top Public Schools” in U.S. News and World in 2017. 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

UNIVERSITY OF FLORIDA LIBRARIES
The libraries of the University of Florida form the largest information resource system in the state of Florida. The UF Libraries consist of seven libraries on the Gainesville campus and three off-campus facilities; six of the campus libraries, and all of the off-site facilities, are in the system known as the George A. Smathers Libraries at the University of Florida. The remaining library is the Lawton Chiles Legal Information Center. Collectively, the UF Libraries (the Smathers Libraries and the Legal Information Center) hold or provide access to over 5.45 million print volumes, 8,100,000 microfilms, 1.25 million e-books, over 152,000 full-text electronic journals, over 1100 electronic databases, 1.26 million documents and 1.35 million maps and images. 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. The UF Libraries are a member of the Association of Research Libraries (ARL), the Center for Research Libraries (CRL), and the Association of Southeastern Research Libraries (ASERL). The library staff consists of more than 300 FTE librarians, technical/clerical staff and student assistants. The organizational chart is available at http://www.uflib.ufl.edu/orgchart.pdf.

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.

SHARED COLLECTIONS DEPARTMENT
The Marston Science Library (MSL), named for Robert Q. Marston, the seventh president of the University of Florida, houses collections in agriculture, life sciences, engineering, physical sciences, mathematics and earth sciences. MSL boasts an energetic and diverse team of 11 library faculty and 11 staff that support a highly collaborative environment offering an array of services, including 3-D printing and scanning, GIS, and data management support. The library’s Collaboration Commons can accommodate over 700 students and includes a Mobile App Development Environment (MADE@UF)

The Foundation for The Gator Nation
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designed to facilitate the development of mobile apps, games, and offer mentorship and a visualization room that supports visualization of large research data and collaborative projects.

COMMUNITY
Gainesville, Florida and the surrounding community are home to approximately 257,000 people and both the University of Florida and Santa Fe College. Situated just over an hour from the Gulf of Mexico and the Atlantic Ocean, the city is surrounded by over 40 nature parks, including many spring-fed lakes and rivers. In 2015, Gainesville was named the “Best Midsize College City in America” by WalletHub and ranked no. 7 on Livability.com “Top 10 College Towns”. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. The Guide to Greater Gainesville combines award winning photography and compelling articles that capture all of the reasons for calling Greater 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!

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/. UF offers a comprehensive new online benefits tool called ALEX to help employees and prospective employees review benefit choices at UF.

APPLICATION PROCESS
To apply, submit 1) a cover letter detailing your interest in and qualifications for this position; 2) your current resume or CV; and 3) a list of three references including their contact information (address, telephone number, and email). Apply by May 7, 2018 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 507139. Failure to submit the required documents may result in the application not being considered. If you have questions about the application process please contact Tina Marie Litchfield, tlitchfield@uflib.ufl.edu.

Final candidate will be required to provide official transcript to the hiring department upon hire. A transcript will not be considered “official” if a designation of “Issued to Student” is visible. Degrees earned from an education institution outside of the United States are required to be evaluated by a professional credentialing service provider approved by National Association of Credential Evaluation Services (NACES), which can be found at http://www.naces.org/.

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.