POSITION VACANCY ANNOUNCEMENT

POSITION: Evening Circulation Assistant – (Library Assistant 3)

REPORTS TO: Night & Weekend Operations Manager

SALARY: $15.76 hourly; Actual rate will reflect experience and credentials

REQUISITION #: 506141

DEADLINE DATE: February 7, 2018

PLEASE NOTE: This is a full-time (40 hour/week) position. Regular work hours are Sunday-Thursday, 4pm to 1am, except during intercession, holidays, and other times when there are reduced hours and library closures.

JOB SUMMARY
The Evening Circulation Assistant provides continuity of circulation services offered to library users during the evening hours from Sunday through the middle portion of the standard workweek. Regular workdays for this position are Sunday through Thursday except during intersessions, holidays, and when there are other changes in the George A. Smathers Libraries’ public service hours. The Evening Circulation Assistant works at the circulation desk on a daily basis and assists with the hiring, training, scheduling, and supervision of student assistants; assists with the transition of new library materials from acquisitions/cataloging to circulation and the fulfillment of patron requests; and monitors and reports building and equipment issues.

RESPONSIBILITIES

Library West Circulation operations
- Works at Circulation Desk and library operations Sunday through Thursday, maintaining daily presence at Circulation Desk during assigned shifts
- Assists patrons with questions about circulation and library policies; loans and returns library materials; verifies and updates patron records as needed; creates or updates item records for library material to allow for circulation; creates guest researcher accounts for unaffiliated researchers
- Assists the Night & Weekend Operations Manager with the hiring, training, and supervision of student assistants
- Monitors Circulation Outlook account during evening hours and assists patrons with questions and requests for library privileges
- Reviews queries regarding library fees posted against patron accounts, and exercises the option to waive non-transferred (open) fees (if warranted), or to assist patrons in submitting online appeals for the reversal or reduction of library charges
- Updates/informs unit heads of any circulation issues or events that may have occurred over the weekend, and helps monitor library equipment within Library West
Documents and responds to problems by submitting online service requests

**Humanities and Social Sciences research assistance**
- Holds regular shifts for Ask A Librarian chat reference service and other non-traditional research services in addition to traditional research assistance desk service
- Assists patrons in use of networked electronic resources, online catalogs, and basic reference materials and methods; provides appropriate referral to area and subject specialists
- Assists patrons in locating library materials such as books or microfilm
- Leaves circulation desk as needed to help patrons or to monitor floors for patrons needing assistance

**Stacks and collection maintenance**
- Collects processed materials from Acquisitions/Cataloging; sorts new materials and fulfills rush requests and holds
- Provides final check and catalog review of DVD/Blu Ray materials before shelving, and with labeling and packaging as necessary
- Works with library selectors to identify physical video media in need of replacement due to damage and/or loss; processes materials for withdrawal as needed

**Building operations**
- Works with patrons and security to address building issues
- Makes requests for facilities and/or physical plant assistance as needed; documents and responds to building problems by submitting online service requests or by contacting campus emergency services for issues requiring immediate attention (i.e. flooding, power outages, door locks)
- Enforces library and computer use policies, including food/drink policy
- Updates/informs unit heads of any building service issues or events that may have occurred during the evening hours, and helps monitor facility operations and library equipment within Library West

**Participates in other branch and library activities**
- Contributes to documentation of unit and departmental policies and procedures
- Serves on committees, as appointed
- Participates in staff development opportunities
- Other duties as assigned

**QUALIFICATIONS**

**Required**
High School diploma or equivalent and four years of library or related clerical/customer service experience; or a bachelor’s degree and one year of library or related clerical/customer service experience.

**Preferred**
- Strong multitasking skills
- Experience supervising and directing the work of others
- Solid customer service experience
- Strong verbal and written communication skills
- Experience working with patrons in a library
- Knowledge of basic reference resources; familiarity searching databases
- Ability to work with diverse population
- Ability to work collaboratively to accomplish goals
- Flexibility, and ability to adapt and work in a rapidly changing academic environment
- Excellent computer skills, experience with Microsoft Word, Excel and Outlook
- Undergraduate degree or advanced degree in field related to Humanities and Social Sciences

*The Foundation for The Gator Nation*
*An Equal Opportunity Institution*
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. 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 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](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](http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom).

Humanities and Social Sciences Library (Library West)

The Humanities and Social Sciences Library (Library West) is the largest branch library on the UF campus, with 14 faculty and 16 staff members, seating for 1,400 patrons, and 217 public computers, including iPads and Netbook laptops. Last year, Library West received over 1.4 million visitors. Renovated in 2006, the branch offers 16 group study rooms, 3 media rooms, including video conferencing facilities, faculty and graduate carrels as well as a limited-access floor for graduate students. Two classrooms are available, one with auditorium-style seating and the other with 19 computers for hands-on instruction. Within the branch, there are four functional units: Research Assistance, Instruction and Outreach, Collections, and Circulation; these units are managed by coordinators who oversee the daily functions. Programs and lectures are scheduled throughout the year in the Information Commons area. The branch is also home to the Libraries Administration, Human Resources and Fiscal Services, Library Facilities Planning, and the Access Support unit providing ILL and Reserves services for all branches. A Starbucks is located in the building. Organizational chart available at: [http://cms.uflib.ufl.edu/portals/librarywest/LibraryWestOrganization20140623.pdf](http://cms.uflib.ufl.edu/portals/librarywest/LibraryWestOrganization20140623.pdf).

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.

**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/new-employees/](http://hr.ufl.edu/benefits/new-employees/).

**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 February 7, 2018 (applications will be reviewed as received).
Submit all application materials through the Jobs at UF online application system at Requisition 506141.
If you have questions about the application process please contact Tina Marie Litchfield,
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://www.hr.ufl.edu/job/datacard.htm](http://www.hr.ufl.edu/job/datacard.htm). 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.