POSITION VACANCY ANNOUNCEMENT

POSITION: Head, Shared Collections
RANK: Assistant University Librarian or Associate University Librarian
REPORTS TO: Associate Dean for Discovery, Digital Services & Shared Collections
SALARY: $52,325 minimum salary at the Assistant University Librarian rank
$57,738 minimum salary at the Associate University Librarian rank
Actual salary will reflect selected professional’s experience and credentials
REQUISITION #: 505156
DEADLINE: December 11, 2017 (applications will be reviewed as received)

Please note the specific instructions to submit application materials on our website at http://web.uflib.ufl.edu/pers/careers.htm and in the APPLICATION PROCESS section below. Failure to include all required documents may result in your application being disqualified.

JOB SUMMARY
The University of Florida (UF), George A. Smathers Libraries seek an experienced collaborator, knowledgeable about print management and retention procedures, to serve in a new position as the Head of Shared Collections, a year-round tenure track faculty position. The Shared Collections Department is made up of four units (Auxiliary Libraries Facility (ALF); Interim Library Facility (ILF); Serials Cataloging; and Government Documents Cataloging) and has a total of 19 FTE, including 4 direct reports.

The Head of Shared Collections provides leadership for UF’s statewide, regional, and national shared print collections, including the Florida Academic Repository (FLARE), a statewide shared storage initiative; manages other programs such as the Journal Retention and Needs Listing (JRNL); and participates in regional and national conversations such as the those of the Association of Southeastern Research Libraries (ASERL) Scholars Trust and the Rosemont Shared Print Alliance. The Head of Shared Collections analyzes data related to print retention decisions; provides leadership to guide groups in complex technical and cross-institutional issues; and helps build consensus among multiple constituencies. In addition to managing the FLARE collection, this position is responsible for providing leadership for storage materials that are not part of the shared collection (UF Only), for Serials Cataloging, and for Government Documents Cataloging.

The Smathers Libraries encourage staff participation in reaching management decisions and consequently, the Head of Shared Collections will serve on department and library-wide committees and teams. To support all students and faculty and foster excellence in a diverse and global society, the
position will be expected to include individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities and decision making.

RESPONSIBILITIES

- Manages the activities of the storage collections which includes processing/ingest, retrievals, interlibrary loan (mediated and unmediated), transfers, warehouse operations, and facilities management.
- Directly supervises four FTE managers, with oversight for an additional 15 FTE employees.
- Oversees a budget of over $1 million, to ensure efficient operation of the facilities and programs related to FLARE.
- Provides oversight for the activities of the Government Documents Cataloging Unit, including updating statistics, maintaining webpages, and ensuring cataloging targets are met each month.
- Coordinates all activities related to the Journal Retention and Needs Listing Software (JRNL), including serving on the JRNL Oversight Committee.
- Gathers and compiles productivity and workflow data to assess creation of best practices and efficiencies. Generates regular reports about capacity, issues, risks, and opportunities.
- Ensures the FLARE website is maintained and updated as needed, including adding new statistical categories, reports, and other relevant information.
- Participates in and plays a leadership role of the Council of State University Libraries (CSUL) Statewide Storage Task Force.
- Follows and participates in local, regional, and national discussions on shared collection policy and practice.
- Strengthens and creates avenues for collaboration with internal and external stakeholders to promote and improve access to collections.
- Serves as a representative on various library committees, particularly for providing expertise on shared collection policies and practices, and serving on various internal and external committees.
- Follows national trends and new developments in storage, shared print, and cataloging practices, including workflows, software and hardware, batch processes, and new initiatives.
- Pursues professional development opportunities, including research, publication, and professional service activities in order to meet library-wide criteria for tenure and promotion (see: http://web.uflib.ufl.edu/pers/cdh/).

QUALIFICATIONS

**Required:**

- ALA-accredited master's degree in library science or other relevant advanced degree.
- For appointment at the rank of Assistant University Librarian, four years of directly relevant experience.
- For appointment at the rank of Associate University Librarian, eight years of directly relevant experience.
- Excellent verbal, written and interpersonal skills, with the ability to establish positive and productive collaborations working with diverse audiences, constituencies, and colleagues including faculty, students, administrators, consortia partners, and national organizations.
- Experience working with a variety of national print retention programs, facilitating cooperative print management initiatives among libraries.
- Demonstrated experience with shared print analysis tools for print retention programs.
- Demonstrated experience with various repository related activities and knowledge of various cataloging standards and tools for serials and non-serial publications.
- Proven experience of supervising and promoting collaboration in a complex, rapidly changing environment.
- Evidence of fostering staff professional development and growth.
- Experience with teaching and/or training adults.
- Initiative, flexibility and the ability to adapt to a complex, rapidly changing academic library storage environment

The Foundation for The Gator Nation

An Equal Opportunity Institution
• Experience creating and maintaining webpages.
• Experience gathering and interpreting statistics and generating reports.
• Record of including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives in work activities.
• Strong potential for meeting the requirements for tenure and promotion, outlined at http://library.ufl.edu/cdh.

Preferred:
• Five years of relevant academic library storage experience.
• Direct experience with the JRNL software.
• Experience participating in national committees or working groups around shared print retention.
• Demonstrated experience in successful project management.
• Demonstrated ability to improve workflows or data maintenance tasks using automated processes and tools.
• Experience managing an operational budget.
• Experience guiding groups in complex technical and cross-institutional discussions to develop and/or manage common practices.
• Demonstrated ability to think strategically.

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. 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 several nationally significant research collections, including the Latin American and Caribbean, Judaica, Florida History, Children’s Literature, and Map 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 Shared Collections Department consists of four units: Auxiliary Libraries Facility (ALF); Interim Library Facility (ILF); Serials Cataloging; and Government Documents Cataloging. ALF is one of two storage facilities which the Smathers Libraries operate and is the site for a proposed high-density facility. Both the Government Documents Cataloging Unit and the ALF Storage staff reside in that building. The “UF Only” storage collections are also located in this building. Staff in ALF process monographs into FLARE, process inter-library loan (ILL) requests, and deliver local materials to and from the UF campus. The Government Documents Cataloging unit is responsible for cataloging and receiving federal government documents, as well as assisting in correcting catalog records for the FLARE collection. Additionally, patron requests for federal government documents are handled in this unit. The Serials Cataloging unit consists of two FTE who are responsible for correcting serials cataloging records for both the Smathers Libraries and for FLARE. The Head, Shared Collections, will contribute to local policy and procedure decisions, develop and assess workflows, and seek creative approaches for managing shared storage and the Government Documents Cataloging unit.

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 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) a written statement regarding the role of shared collections in the strategic directions of academic libraries (250 words); 3) your current resume or CV; and 4) a list of three references including their contact information (address, telephone number, and email). Apply by December 11, 2017 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 505156. Failure to include all required documents may result in your application being disqualified. If you have questions or concerns about the process please contact Bonnie Smith, George A. Smathers Libraries Human Resources Office, at bonniesmith@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://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.