POSITION VACANCY ANNOUNCEMENT

POSITION: Circulating Technology and Collections Supervisor (Library Associate 1)

DEPARTMENT: Marston Science Library

REPORTS TO: Access Services and Collections Manager

SALARY: Minimum annual salary at $36,169; annual salary; Actual rate will reflect experience and credentials

REQUISITION #: 512454

DEADLINE DATE: October 21, 2019 - applications will be reviewed as received

JOB SUMMARY
The Circulating Technology and Collections Supervisor is responsible for managing circulating technology, collections projects, and stack and space management within Marston Science Library (MSL). Marston routinely has joint special projects that involve this unit and consequently a large portion of this position’s time is spent communicating with other units as well as the Access Services and Collections Manager, MSL Chair and Associate Chair, and library faculty regarding the projects; and then designing and implementing efficient workflows and policies for those projects. The Circulating Technology and Collections Supervisor directly supervises 10-15 student assistants daily working on circulating technology, collections projects and stack management. Another important aspect of this position is public services. This position provides both reference and circulation service on the MSL Service Desk as well as online via the Libraries’ reference chat service.

The library encourages staff participation in reaching management decisions and consequently the Circulating Technology and Collections Supervisor will serve on various committees and teams. To support all students 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

Unit supervision and project management
- Supervises 10-15 student assistants in circulating technology, collections projects, and stack management.
- Hires, schedules, and approves time for students in the Access Services and Collections Unit.
- Responsible for management of project budgets and the Marston Science Library OPS budget. Coordinates spending with the Daytime Operations Manager in the Marston Access Services and Collections Unit.
• Develops and conducts regular training for student employees. Selects and trains team leaders for specialized projects.
• Leads assigned project management initiatives including planning, organization, policy making, implementation and evaluation.
• Coordinates circulating technology projects and initiatives.
• Coordinates collection projects and initiatives. Collaborates with Collections Coordinator and librarian selectors on collection reviews.
• Develops workflows and policies for the unit and provides expertise in logistics.
• Assesses the collections to anticipate and plan for upcoming projects.
• Creates, reviews and updates documentation for unit manuals.
• Demonstrates, by personal example, effective and responsible work ethic along with methods of organization and efficiency.
• Participate in circulating technology, collections, and student assistant related committees.
• Provides constructive input regarding enhancement to library services or revisions to branch policies.

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. Opens the library on assigned days.
• Supervise OPS staff during assigned desk shifts, including training, coaching, and communication of policies; provide feedback on OPS training and performance to Night and Weekend 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.
• Performs consultations regarding specialized services such as 3-D printing.
• Participates in the state-wide chat reference service, Ask A Librarian.
• Serves as backup to other unit staff public services positions as needed.

Circulating technology
• Creates documentation and patron-oriented materials for circulating technology and coordinates deployment of technology.
• Responsible for management of circulating technology daily operations including reservations, troubleshooting, and customer service.
• Collaborates with colleagues regarding emerging technology policies, initiatives and troubleshooting.
• Designs and updates internal documentation and staff training materials.
• Conducts staff training sessions on circulating technology as needed.
• Processes incoming circulating technology and tests and evaluates existing technology.
- Evaluates resources for patron use relating to circulating technology.
- Helps to identify and recommend emerging technology for adoption by the library.

**Stack and space management**
- Monitors status and order of all print collections and shelves in Marston Science Library.
- Manages routine duties and special projects for managing the stacks in the science library.
- Evaluates the print collections to identify project needs related to collections and space.
- Updates item and holding records in the ALEPH Cataloging module. Reports more difficult issues to Cataloging and Discovery Services Department.
- Serves as backup to other unit staff collections services positions as needed.
- The Marston Science Library is a 5-story building seating more than 2000 in a variety of space functions (collections, group study, silent study, collaboration, technology, etc.). This position collects and utilizes data to monitor the use of these spaces and make recommendations on collections and services.
- Lead special projects, assess space usage, evaluate policies affecting space use, and create and update building signs.

**Assessment**
- Works closely with the Access Services and Collections Manager to collect, analyze and report on circulating technology, collection usage statistics, collections reports, and building statistics.
- Compiles data using Excel and data visualization software.

**Other Duties**
- Represents MSL on Library and University Committees as appropriate.
- Participates in workshops and classes to upgrade computer and other job related skills.
- Other duties as assigned.

**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:**
- Ability to interact and collaborate effectively and professionally with colleagues to accomplish goals; strong interpersonal and written and verbal communication skills.
- Excellent customer service skills; ability to create and contribute to a congenial, efficient, and service-oriented workplace in a fast paced and high-traffic environment.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
- Excellent organization and time management skills including the ability to plan and organize work effectively and to assign priorities to tasks.
- Attention to detail, demonstrated capacity for carrying out tasks in an accurate manner, and ability to check own work for accuracy.
- Ability to lead a team to accomplish goals and meet deadlines including fostering teamwork among others.
- Initiative, flexibility and ability to work independently in a rapidly changing academic environment.
- Excellent analytical skills including problem solving, analysis of data, workflows, situations or patterns, ability to interpret information and ideas accurately, and decision making based on multiple factors.
- Strong computer skills and ability to adapt to rapidly changing technology.
- Project management experience. Ability to plan and organize work effectively and to assign appropriate priorities to tasks.
Experience using the online public access catalog and ALEPH Circulation and Cataloging Modules or another integrated library system.

We want to emphasize that the preferred qualifications are not required and that we are committed to helping our future colleague develop these preferred skills.

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.

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.

MARSTON SCIENCE LIBRARY
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 12 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 various study spaces can accommodate over 2,000 students and includes labs designed to provide learners the opportunity to create virtual reality applications, analyze large research datasets, or develop 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. 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 combines

The Foundation for The Gator Nation
An Equal Opportunity Institution
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!

**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 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 October 21, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 512454. 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/](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.