POSITION VACANCY ANNOUNCEMENT

POSITION: Government House Collections Coordinator – Library Coordinator 1
DEPARTMENT: Special and Area Studies Collections
REPORTS TO: Associate Chair, Special and Area Studies Collections
SALARY: $52,252; Actual rate will reflect experience and credentials
REQUISITION #: 510553
DEADLINE DATE: April 11, 2019 – applications will be reviewed as received

JOB SUMMARY
The Government House Collections Coordinator is responsible for coordinating public services and collection management activities for the Government House Research Library collections in St. Augustine, Florida. The Government House Research Library includes historical records and artifacts that have been used to preserve and interpret the city's history from its founding in 1565. The records, photographs, architectural drawings, archaeological research materials and objects document several decades of historic preservation and archaeological work that was completed on historic properties and structures. Government House is one of several state-owned buildings in St. Augustine managed by the University of Florida Historic St. Augustine, Inc. (UFHSA). The Coordinator serves as a liaison between the Smathers Libraries and the UFHSA Board, and communicates regularly with the Board about Government House activities. The Coordinator works closely with scholars, the general public, and with faculty and students. The Coordinator provides researcher assistance, arranges and describes archival and museum materials, preserves and secures holdings, selects materials for digitization, facilitates exhibitions, and promotes the availability of the collections locally and nationally. The Coordinator also provides instruction and supports educational and exhibition programs relating to architecture, history, archaeology, historic preservation, landscape architecture, planning, construction, and design, among other subjects.

RESPONSIBILITIES
Collection Management
- Manages and develops the collections, services, and programs of the Government House Research Library.
- Oversees the processing, preservation, storage, promotion, and use of historical records and objects.
- Ensures physical and intellectual control over all collections by creating and maintaining collection documentation relating to accessions and deaccessions.
- Advances access and scholarship through the publication of online collection descriptions (catalog records and finding aids), selective digitization of holdings, and other initiatives.
• Ensures compliance with current collection policies for the Government House Research Library archival and object collections.
• Liaises with UFHSA Board members, staff and committees to coordinate collections, services, facilities, equipment, and supplies in Government House Research Library.
• Works with librarians and staff in Special & Area Studies Collections, the Architecture & Fine Arts Library, Digital Production Services, Conservation and Preservation, and Cataloging & Discovery Services to digitize materials, create and manage metadata, and disseminate digital content.
• Trains and supervises staff, students, interns or volunteers working in the Government House Research Library.
• Maintains and reports collection management data (e.g., extent of accessions, storage space needed, digital holdings, etc.).
• Coordinates loans of materials from the collections for exhibition, display or other purposes.
• Coordinates physical storage of holdings in St. Augustine and Gainesville.

Public Services, Outreach and Education
• Provides specialized research assistance and instruction to faculty, students, scholars and others in using archival holdings and objects.
• Coordinates researcher access to the Government House Research Library which is available to the public with limited hours of operation and/or by appointment.
• Liaises with faculty and students and supports academic programs in diverse disciplines including historic preservation, museum studies, history, archaeology, architecture, landscape architecture, planning, construction and design.
• Promotes awareness and use of the collections and services of Government House through exhibitions, presentations, public events, publications, dissemination of online digital content, and other outreach activities.
• Develops and maintains relations with members of the St. Augustine community, including personnel from other cultural heritage repositories and educational institutions.
• Maintains and reports data about public services, outreach and education (e.g., reference and instruction statistics).
• Maintains and facilitates use of an Education Collection comprised primarily of objects deaccessioned from the permanent object collection and retained for educational purposes.

Department and UFHSA Activities
• Participates in general instruction, public programming, and special events of the Department and Smathers Libraries.
• Serves on committees and/or participates in meetings of the Department, the Smathers Libraries and UFHSA.
• Participates in planning, policy development and decision making related to Government House services and collections.

Other Duties as Assigned
Participates in other activities and special projects as assigned. Participates in professional development opportunities as needed. Services on committees. Performs other duties as needed.

QUALIFICATIONS
Required:
Bachelor’s degree in an appropriate area of specialization and four years of related library experience; or a master’s degree in Library or Information Science or some other directly relevant area.

Preferred:
• At least two years of successful experience working with archival records, preferably in an archives, library or museum.
• Master’s degree in Archival or Library Science from an accredited school or equivalent.
• Master’s degree in historic preservation, architecture, archaeology, landscape architecture, public history, history, or a related field.
• Three years of academic and/or research library experience providing public services and/or managing research collections.
• Knowledge of St. Augustine and Florida history, preferably the history of the built environment.
• Experience working with architectural drawings and related materials in an archives or library setting.
• Experience with public engagement, community relations, donor relations, and/or fundraising.
• Ability to work both independently and collaboratively as part of a team within a culturally diverse user community of faculty, students, administrators and the general public.
• Working knowledge of library technologies, particularly digitization, digital systems and library catalogs and metadata.
• Excellent planning, analytical and organizational skills.
• Excellent verbal and written communication skills.
• Initiative, flexibility and the ability to adapt and work creatively in a complex, rapidly changing academic environment.
• Record of including individuals of diverse backgrounds, experiences, races, ethnicities, genders, and perspectives in research, teaching, service and other work.
• 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

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 6 million print volumes, 8.1 million microfilms, 1.5 million e-books, over 145,000 full-text electronic journals, 827 electronic databases, 1.3 million documents and 1.4 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.
SPECIAL AND AREA STUDIES COLLECTIONS
The Department of Special & Area Studies Collections encompasses collections of unique and special types of materials and interdisciplinary collections pertaining to geographical, national or cultural regions. Special and Area Studies Collections encompasses Area Studies Collections, the Map & Imagery Library, and the Special Collections of the University of Florida. Additionally, University Records Management and University Archives are a part of the department.

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 April 11, 2019 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 510553. 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.

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.