POSITION VACANCY ANNOUNCEMENT

POSITION: Weekend Circulation Assistant – (Library Assistant 3)

REPORTS TO: Night & Weekend Operations Manager

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

REQUISITION #: 506139

DEADLINE DATE: February 7, 2018

PLEASE NOTE: Works closely with the Night & Weekend Operations Manager as well as the Circulation Coordinator, meeting with either or both as needed to clarify unit needs and prioritize workflow.

JOB SUMMARY
The Weekend Circulation Assistant provides continuity of circulation services offered to library users throughout scheduled weekends and early into the standard workweek. Regular workdays for this position are Friday through Tuesday, except during intersessions, holidays, and when there are other changes in the George A. Smathers Libraries’ public service hours. The Weekend Circulation Assistant works at the circulation desk on a daily basis and assists with hiring, training, scheduling, and supervising student assistants; manages the One Button Studio video production space and proctoring bays in close partnership with the Information Commons Librarian; and monitors and reports building and equipment issues.

RESPONSIBILITIES
Library West Circulation operations
• Works Circulation Desk and library operations Friday through Sunday, 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 throughout weekend 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
• Reviews and processes requests for courtesy level borrowing privileges (including fee based privileges) with the Libraries
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

InfoCommons IT management
Manages the LibCal reservation system through which patrons and staff book the One Button Studio video production space, six proctoring bays, and other assorted technologies and services offered at Library West
Responsible for deployment, maintenance, circulation, and inventory for InfoCommons spaces and equipment
Offers basic training and assistance to library staff and patrons in operation and maintenance of video and proctoring software and hardware, as well as public workstations, microform readers, scanners, and printers
Documents and responds to problems by submitting online service requests via online ticketing system to Academic Technology or Libraries’ IT, as appropriate
Assists Info Commons Librarian with recording and tracking IT issues and trends
Manages print station supplies and provides weekly inventory to appropriate Academic Technology and library staff

Humanities and Social Sciences research assistance
Holds regular shifts for the 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

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 over the weekend, 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 multi-tasking 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
• Experience with PC and iMac workstations and familiarity with latest versions of Windows and iOS platforms
• Experience with FinalCut Pro; experience with Microsoft Word, Excel, and Outlook
• Experience with basic video recording and editing
• 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
• Undergraduate degree or advanced degree in field related to Humanities and Social Sciences

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 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.

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.

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/.

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 506139. 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. 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.