

POSITION VACANCY ANNOUNCEMENT

POSITION TITLE:	Collections Services Assistant
CLASSIFICATION:	Library Assistant 3
REPORTS TO:	Collections Services Manager, H&SS Library West
SALARY:	\$16.24; Actual salary will reflect selected professional's experience and credentials
JOB NUMBER:	518638
DEADLINE DATE:	November 10, 2021 - applications will be reviewed as received

JOB SUMMARY

The Collections Services Assistant provides and coordinates organizational support at Library West in the functional area of stacks management (both physical and digital), and daily branch operations. Work involves creation and monitoring of departmental supplies budgets and inventory, and is responsible for reporting building and facilities issues while assisting with various project-based assignments and assessment activities. The Collections Services Assistant is expected to maintain a strong working knowledge of ongoing collections projects and timelines, and to bring to the attention of supervisors and subject-area specialists any anomalies of materials, space and capacity.

To support all students, staff 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

Stacks Management

- Facilitates shelving of library materials and resolution of issues dealing with the physical nature of the stacks, such as relabeling books, routing items to preservation, updating shelf range markers, and dusting shelves and vacuuming shelving floors and tracks.
- Creates shelving, sweeping, reading, measuring, and shifting assignments for student staff. Expedites sorting and re-shelving of new and returned material; trains staff to distinguish library collections and to ensure all items are shelved accurately.
- Monitors status and order of stack shelving, and occurrence of mis-shelved items on a daily basis; prioritizes call number ranges for shelf-reading.
- Identifies and corrects errors with physical labelling of material and with item and holding records, as appropriate; refers issues with new acquisitions or existing materials to supervisor and Libraries

departments as needed.

- Assists User Services Unit staff in processing of storage retrievals, rush requests, InterLibrary Loan and course reserve returns.

Collections Data Management

- Gathers and compiles data required by Collections Services Manager for use in reporting and planning activities. Works with library staff to collect, collate, and organize usage and other statistics relating to the collections; maintains files of information submitted using databases or spreadsheets. Under guidance of Collections Services Manager, assists with completion and submission of space allocation survey for the branch.
- Collaborates with projects for resource evaluation by retrieving and compiling usage reports from the integrated library system and other sources and library departments, in addition to compiling feedback from branch selectors.
- Facilitates systematic measurement of library collections by use of mobile workstations for usage in space allocation decision making, while maintaining concise record management.

Branch Operations Assistance

- Monitors supply budget and completes bi-weekly inventory of branch supplies. Investigates costs and options for purchase, and processes orders for staff, public services, collections, and events. Responsible for branch P-card purchases and works with Library Fiscal Services office to ensure compliance with Libraries and University policies for procurement. Prepares semesterly budget estimates, and assists with regular reports and supplies budget justifications. Maintains accurate records of all shipments and deliveries.
- Screens and routes mail and requests for information to the Humanities and Social Sciences offices; updates and maintains branch mail boxes. Designated branch contact for Zeno/PrintSmart/Xerox services. Creates and updates phone list and organizational chart, and branch templates, handouts, and other deliverables, both electronic and in print.
- Performs daily building walk-through to identify and anticipate facilities issues, and reports these to the Chairs and direct supervisor. Submits service and work orders, and follows up on maintenance problems and repairs. Advises Libraries Facilities Department, Libraries IT, and/or UF Academic Technology of any environmental, telecommunications, or fire safety issues.
- Ensure effective communication of facilities issues between operating, collaborating with Assistant User Services Manager (Night & Weekend Operations) and assisting Building Emergency Coordinator. Attends periodic meetings and trainings, and communicates changes and updates to emergency procedures to branch employees.

Participates in other Library West branch and library activities

- Contributes to documentation of unit and departmental policies and procedures.
- Serves on committees, as appointed.
- Advances professional development by attending training and development workshops/classes, and other job enrichment opportunities.
- Other duties as assigned.

QUALIFICATIONS

We value a range of experience and perspectives. Applicants are encouraged to communicate in their application materials and subsequent interview conversations how their work and other experiences satisfy the following qualifications in ways that may not be obvious.

Minimum Requirements:

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:

- Detail orientation, demonstrated capacity for carrying out tasks in an accurate manner, and ability to check own work for accuracy.
- Demonstrated ability to plan, organize, and coordinate work assignments and projects involving deadlines and interruptions. Excellent problem solving and time management skills.
- Solid customer service experience in a high traffic, public context.
- Strong oral and written communication skills and ability to transfer and communicate information in a variety of accessible methods.
- Sound judgment; experience interpreting established policies and ability to refer problems to higher supervision when appropriate.
- Skilled at fostering teamwork among others, and ability to interact and collaborate effectively with colleagues and patrons to accomplish goals.
- Supervisory experience in managing both day-to-day operations and training staff.
- Flexibility, ability to adapt and work in a rapidly changing academic environment, and commitment to continual professional development.
- Excellent computer skills, such as experience with Microsoft Office and Outlook, or familiarity with project management applications such as Trello, or Microsoft Teams, or experience with integrated library systems (e.g. ALMA)
- Knowledge of library operations based on previous work, volunteer, or personal use, and ability to understand and respond to needs of library users.
- Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientations, and perspectives.

THE UNIVERSITY OF FLORIDA

The University of Florida (UF) is the state of Florida's preeminent 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 is currently sixth among "Top Public Universities" in the U.S. News and World Report and second among Forbes "Best Value Public Colleges (2016). UF has a long history of established programs in international education, research, and service. It is one of only 17 public, land-grant universities that belong to the [Association of American Universities](#). At UF we have some of the top faculty in the country. In addition to attracting over \$900 million in research each year, they foster the uniquely collaborative environment that transforms potential into actual results. 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. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. For more information, please consult the [UF homepage](#).

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 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](#). 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 and Intellectual Freedom Statements](#).

HUMANITIES AND SOCIAL SCIENCES LIBRARY (LIBRARY WEST)

[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](#)

GAINESVILLE COMMUNITY

Gainesville and the surrounding community is home to approximately 257,000 people and both the University of Florida and Santa Fe College. The city is surrounded by more than 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation. The city is just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is an [award winning](#) and innovative city, friendly to both professionals and families. The [Guide to Greater Gainesville](#) combines award winning photography and compelling articles that capture all the reasons for calling Gainesville your next home. The City of Gainesville is a progressive municipality that seeks to promote racial equity. 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!](#)

AFFIRMATIVE ACTION/EQUAL EMPLOYMENT OPPORTUNITY

The University of Florida is committed to non-discrimination with respect to race, creed, color, religion, age, disability, sex, sexual orientation, gender identity and expression, marital status, national origin, political opinions or affiliations, genetic information, and veteran status in all aspects of employment including recruitment, hiring, promotions, transfers, discipline, terminations, wage and salary administration, benefits, and training. We are dedicated to the goal of building a broadly diverse and inclusive faculty and staff within a culturally diverse and pluralistic environment; we invite all qualified applicants including women, members of underrepresented groups, individuals with disabilities, and veterans. The University of Florida is a public institution and subject to all requirements under the Florida Sunshine and Public Records laws.

If an accommodation due to a hearing or speech disability is needed to apply for this position, please call 352-392-2477 or the Florida Relay System at 800-955-8771 (TDD).

BENEFITS

[University benefits](#) for this position include retirement plan options, insurance benefits, paid family leave (parental and medical), tuition fee waiver program, and employee assistance program, as well as paid time off and holidays. Gainesville, Florida, has no state or local income tax. The [UF Screen, Test & Protect Program](#) provides guidelines and resources related to COVID-19.

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 November 10, 2021. Applications will be reviewed as received. Submit all application materials through the Jobs at UF online application system at [Job Number 518638](#) . 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.