POSITION VACANCY ANNOUNCEMENT

POSITION TITLE: Evening/Weekend Services Manager

CLASSIFICATION: Library Associate 1

REPORTS TO: Associate Chair, Departmental Libraries and Director, Education Library

SALARY: $38,372 minimum salary; The Smathers Libraries offer a salary commensurate with experience and credentials.

The University of Florida offers a competitive benefits package including health, retirement, paid time off, discount programs, professional development and worklife support. Learn more.

JOB NUMBER: 527674 (Apply online)

DEADLINE DATE: EXTENDED - July 31, 2023 - applications will be reviewed as received

JOB SUMMARY
The Evening/Weekend Services Manager performs a variety of public service, technical and IT-related roles in support of the Education Library. Provides circulation and reference services and directs the work of student staff during evening and weekend hours. Assists with training of student staff. Assists with reports, appeals, and refunds related to circulation fines and lost items. Manages technical operations for the serials collections. The person in this position is the senior staff member scheduled Sunday-Thursday (during Fall/Spring semesters) in the evenings and is responsible for securing and closing the Library on those days. This staff member also leads the production of print/website content for marketing of library resources, services and events, including content for social media posts. May assist in the development of content and maintenance of the Education Library website.

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
EVENING / WEEKEND SERVICES MANAGEMENT
• Responsible for service desk operations and overall Education Library space during scheduled evenings and weekends.
• Provides supervision to student staff assigned to service desk, stacks maintenance, and other projects during scheduled evening/weekend hours. This includes training, coaching, and task management, and the ability to provide clear and positive direction to team members. Coordinates with the Education Library Access Services Manager to ensure efficient library workflow and excellent, timely service to library patrons.

• Staffs the Education Library service desk, providing basic and supervisory circulation services as needed to provide continuity of service and to provide support to student staff.

• Helps to maintain an environment conducive for study and research by ensuring that Library policies are observed.

• Assists patrons with printers, scanners and other technology within the Library.

• Consults with instructors regarding course reserves processes during evening and weekend hours.

• Serves as first referral point for student staff during scheduled evenings/weekends.

• Coordinates the closing and securing of the Education Library (and opening on Sundays), with assistance from scheduled student/OPS staff.

• Maintains current awareness of all procedures and policies that pertain to access services.

• Responds to building issues that arise during evenings/weekends, and communicates with supervisor(s) and appropriate other Smathers Libraries and University departments.

• Responds to emergencies and communicates with supervisor(s), UF Police Department, UF Physical Plant and other Library administrators as appropriate. Completes incident reports.

MANAGES TECHNICAL OPERATIONS RELATED TO SERIALS, PRESERVATION
• Checks in new serial issues. Maintains accurate holdings/item records. Shelves (or oversees shelving of) new issues in their proper locations.

• Handles title changes, new titles, title cessations, withdrawals, and other bibliographic issues associated with the serials collection.

• Processes serials claims and backorders when issues are not received.

• Processes gift and duplicate periodicals.

• Collects and maintains appropriate serials statistics for use in reporting and planning.

• Identifies library materials in need of repair, performs minor repairs, and processes the remaining materials to send to Conservation.

• Performs regular examination and evaluation of the periodicals and other collections holdings for the purpose of recommending titles to the librarians for weeding, removal to storage, and other projects as needed. This will include withdrawals and transfers.

• Serves as Education Library liaison to appropriate staff in Acquisitions and Collection Services and Cataloging departments, and attends related meetings.

• Maintains accurate records and statistics, in conjunction with colleagues in the Education Library.

MARKETING / EVENT / WEBSITE SERVICES
• Assists Education staff with marketing workshops and events through creating and distributing signage, handouts, and other promotional activities.

• Creates graphics and content for digital and print marketing.

• Keeps up-to-date on current and emerging technologies and trends in social media and their applications.

• Assists with the maintenance of the Education Library website.

• Serves as liaison to UF Libraries Social Media Coordinator.

• Creates content for and manages Education Library’s social media presence across various platforms.

REFERENCE SERVICES
• Provides directional, basic, and specialized reference, referring patrons to subject specialists when appropriate.
• Answers questions about Interlibrary Loan, UBorrow, and Course Reserves.
• Provides reference service via Ask-A-Librarian (chat service).

OTHER DUTIES AS ASSIGNED
• Serves as backup for processing InterLibrary Loans and Course Reserves
• Attends library-wide, departmental and other meetings.
• Contributes to ad hoc projects as assigned.
• Serves on committees as assigned.
• Participates in staff development and training to upgrade job related skills.

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.

Required:
High School diploma or equivalent and five years of library, or relevant experience; or an Associate’s degree and three years of relevant experience; or a Bachelor’s degree and one year of relevant experience; or any equivalent combination of experience, training and/or education.

Preferred:
• Strong verbal and written communication skills.
• Experience hiring, training, and/or supervising exempt, non-exempt, and peripheral employees, and ability to provide clear and positive direction to team members.
• Experience providing library circulation and reference services.
• Experience providing library technical services including tasks related to serials and preservation.
• Experience with marketing, event planning, and/or social media
• Experience with Integrated Library System software (such as ALMA)
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender, sexual orientation, and perspectives.
• Ability to work collaboratively to accomplish goals.
• Flexibility, and ability to adapt and work in a rapidly changing academic environment.
• Basic computer skills and experience with Microsoft Word and Outlook.

EDUCATION LIBRARY
The Education Library supports the teaching, research, and service of the academic degree programs within the College of Education. The library’s print collection includes children’s & young adult books, general education-related materials, periodicals, and a PreK-12 textbook collection. The Education Library includes 2 faculty and 3 staff members, seating for over 600 patrons, 44 public computers, a classroom, 7 group study rooms, and a makerspace called the EduGator Makery.

The Education Library began in 1939 as a collection of educational methods books in one room of the P.K. Yonge Laboratory School, modern day Norman Hall. These materials formed the nucleus of the collection which became the Education library in 1950. The present facility opened in 1980. In 2018, the Education Library underwent a renovation which added seating, a computer lab, new furniture and carpet, updated lighting, the EduGator Makery, and ADA accessible features.

UNIVERSITY OF FLORIDA LIBRARIES
The libraries at the University of Florida form the largest academic information resource system in the state of Florida with seven libraries and two off-campus facilities. The George A. Smathers Libraries are comprised of six campus libraries and off-site facilities. In addition to this system, the Lawton Chiles Legal
Information Center is part of the Levin College of Law. The Libraries hold over 6.27 million print volumes, 1.5 million e-books, over 197,000 full-text journals, over 1000 electronic databases, 1.3 million documents, and 1.4 million maps and images. Distinctive holdings include the Isser and Rae Price Library of Judaica, Latin American and Caribbean Collection, Baldwin Library of Historical Children’s Literature and the P.K. Yonge Library of Florida History. The Libraries maintain partnerships and participate 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. The Smathers Libraries will foster and maintain a culture that supports DEI, as values are foundational and permeate all aspects of our organization per Strategic Directions 4: Diversity, Equity, and Inclusion. Support for professional development is central to the Smathers Libraries. Supports include a formal mentoring program, a robust training program, release time for research and professional service, a comprehensive grants program, and funding for professional development travel.

LIBRARIES LAND ACKNOWLEDGMENT
The Smathers Libraries acknowledge that the main (Gainesville) campus of the University of Florida is located in the ancestral territory of the Potano and later the Seminole peoples. The Smathers Libraries acknowledge its obligation to honor the past, present, and future Native residents and cultures of Florida.

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 fifth 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 60,000 students. The University of Florida seeks to address key challenges of our time, from COVID-19 to racism. In 2020 UF announced a UF-Anti-Racism Initiative. For more information, please consult the UF homepage and the Office of the Chief Diversity Officer website. A snapshot of the student body diversity statistics is available online from UF Institutional Planning and Research.

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 University of Florida provides ongoing guidelines and resources related to COVID-19.

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 requirement 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 University of Florida Human Resources or the Florida Relay System at 800-955-8771 (TDD).

GAINESVILLE COMMUNITY
Gainesville 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 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.

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 11:55 pm (EST) on July 31, 2023 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Job Number 527674. 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.