George A. Smathers Libraries
Library Financial and Human Resources
Human Resources

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www.uflib.ufl.edu/pers/

POSITION VACANCY ANNOUNCEMENT

POSITION: Head, Access Support

RANK: Associate University Librarian

REPORTS TO: Associate Dean, Technology & Support Services

SALARY: Minimum Annual Salary $54,000 (inclusive of $4,000 administrative stipend); Actual salary will reflect selected professional's experience and credentials

REQUISITION #: 0802118

DEADLINE DATE: January 1, 2010 – review of applications begins 12/1/09

Please note that this posting has specific instructions for the submission of application materials - see our website at: http://web.uflib.ufl.edu/pers/careers.htm or the APPLICATION PROCESS section below for further details. Failure to submit the required documents may result in the application not being considered.

JOB SUMMARY:
The goal of Access Support is to provide leadership in the development, coordination and provision of services that facilitate user access to information resources. Access Support serves as the central point for distribution and clarification of policies and procedures for user access services. The unit is comprised of 8 FTE who perform lending, borrowing, document delivery, reserves, and customer service responsibilities. Access Support personnel instruct students, faculty, and staff in copyright compliance and seek copyright permissions for reserve and interlibrary loan materials.

The University of Florida Libraries seeks a skilled, organized, and service-oriented individual to head its Access Support unit. This tenure accruing faculty position has direct responsibility for coordinating circulation policies, processes, and project management for interlibrary loan, document delivery, and electronic course reserves for the libraries.

A key element of the assignment is the use of consensus building to determine/recommend consistency in policy development. The position is responsible for preparation of web-based resources, identifying best practices and trends in access services, and managing the workflow of a crucial unit whose goal is to support a large and complex research institution. The incumbent will pursue professional development opportunities, including research, publication, and

professional association activities, to meet library-wide criteria for tenure and promotion (see http://www.uflib.ufl.edu/Pers/cdh/).

RESPONSIBILITIES:

1. Defines goals; establishes objectives and priorities; develops, implements, and evaluates plans, services, and programs for consistency; allocates resources and responsibilities for unit. Seeks opportunities for the Libraries to cooperate with other campus units.
2. Provides leadership for the coordination and provision of circulation policies. Leads the development and implementation of policies and procedures to enhance service delivery and to comply with state, regional, and national agreements. Works with all stakeholders to manage the compilation and communication of policies via the Access Support web site.
3. Develops, implements, evaluates, and reports on new services and programs.
4. Provides coordination for course reserves, interlibrary loan, and copyright for on-campus and distance users; utilizes new technologies to make delivery of these services to users as efficient and seamless as possible; monitors and evaluates workflow; and, coordinates upgrades of equipment and software. Supervises 8 FTE direct reports.
5. Coordinates student, staff, and faculty training in reserves, interlibrary loan, and copyright. Promotes scholarly communication.
6. Prepares departmental statistical reports and is responsible for synthesizing information for projects, grants, and library use.

QUALIFICATIONS:

Required:

1. Masters degree in library science from an ALA accredited library school or equivalent.
2. Successful supervisory experience of benefitted employees in a library setting.
3. Strong customer service orientation.
4. Demonstrated ability to establish and maintain effective working relationships.
5. Extensive knowledge of OCLC and integrated library systems, as they relate to interlibrary loan applications.
6. Substantiated, extensive experience with circulation and academic library practices.
7. Successful history in project management and attention to deadlines/details in a library environment.
8. Experience developing consensus in diverse project groups.
9. Demonstrated knowledge of and enthusiasm for the integration of new technologies in access services.
10. Excellent oral and written communication skills
11. Potential for meeting the requirements for tenure and promotion in a research environment

Preferred:

1. Experience with managing reserves, interlibrary loan, circulation, and copyright.
2. Experience in training others in best practices in access/support services.
3. Experience with ExLibris, ILLiad and Ares.
4. Familiarity with web-based content access/delivery tools.
5. Knowledge of local, state, regional, and national policy in relevant areas.

THE UNIVERSITY OF FLORIDA

The University of Florida is a large, land grant, public educational research institution with a faculty of approximately 4,000 and a student body of approximately 50,000. UF is Florida's

largest university, the nation's fourth-largest, and traces its beginnings to a small seminary in 1853. Since 1985, UF has been a member of the Association of American Universities, the prestigious higher-education organization comprised of the top 62 public and private institutions in North America. UF is home to 16 colleges and more than 150 research centers and institutes. The University offers the Ph.D. in more than 90 fields and the Master's degree in more than 120 fields. For more information please consult the UF homepage at http://www.ufl.edu.

The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and SOLINET. The library staff consists of more than 400 FTE librarians, technical/clerical staff and student assistants. The George A. Smathers Libraries organizational chart is available at: http://www.uflib.ufl.edu/pio/budget/Smathers_Libraries-with-HSCL07162009.pdf. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

COMMUNITY:
Gainesville, Florida and the surrounding community are home to approximately 240,000 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 2007, Gainesville was ranked as the "Best Place to Live and Work" by Frommer's *Cities Ranked and Rated* and as one of the "Best Places to Live and Play" by National Geographic Adventure. 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:
Twenty-six vacation days, nine paid holidays, and thirteen sick leave days annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax. Prospective employees should review the information about employment at UF available at http://www.hr.ufl.edu/training/neo/default.asp.

APPLICATION PROCESS:
The University of Florida is an equal opportunity employer and is strongly committed to the diversity of our faculty and staff. Applicants from a broad spectrum of people, including members of ethnic minorities and disabled persons, are especially encouraged to apply. 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 Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Please note that due to the tenure accruing nature of this faculty position, only applicants with current permanent eligibility for employment in the United States will be considered.

Please submit application materials via e-mail. Send, as attachments (MS-Word or PDF format preferred):

- Cover letter detailing your interest in and qualifications for this position;
- Essay: Resource Sharing is taking an increasingly important role in providing information to library users. Budgets are shrinking, enrollment is on the rise, and distance education is straining already taxed library services. Please share your vision of the future of Resource Sharing in this environment; (limit 250 words)

- Current resume;
- List of three references. Please include address, telephone and email information for references.

While the application deadline is January 1, 2010, applicant submissions will be reviewed beginning December 1, 2009. Send all required application materials to Bonnie J. Smith, Smathers Libraries Human Resources Office, at: bonniesmith@ufl.edu.

Please note that candidates selected for onsite interviews will be required to give a public presentation.