

POSITION VACANCY ANNOUNCEMENT

POSITION: Information Commons Librarian

RANK: Assistant University Librarian (Tenure Track)

REPORTS TO: Chair, Humanities & Social Sciences Services

SALARY: Minimum Salary: \$44,000. Actual salary will reflect selected professional's experience and credentials.

REQUISITION #: 0702286

DEADLINE DATE: May 15, 2007

Please note that this posting has specific instructions for the submission of application materials (see below: APPLICATION PROCESS). Failure to submit all of the required documents as instructed, may result in your application not being considered.

JOB SUMMARY:

The Information Commons Librarian coordinates and leads the activities of the Humanities & Social Sciences (H & SS) Technology Services Team that maintains all public and staff computer equipment in the H & SS Reference Unit and the Information Commons (please see: <http://www.uflib.ufl.edu/hss/infocommons/>) of the newly expanded and renovated Library West. The Information Commons Librarian promotes staff and user awareness of new products and assists with the coordination of electronic resources among all the units of the department. As a member of the Humanities & Social Sciences Services Department, the incumbent will participate in the full program of reference services and instruction. The successful incumbent will have strong computer and management skills and the ability to lead a team of IT-oriented library staff, will use independent judgment in handling problems, and will maintain close working relationships with the Information Commons student users, the teaching faculty, and library colleagues.

RESPONSIBILITIES:

1. Coordinates the activities of the H & SS Reference Unit's Technology Services Team, including: maintenance and technical support for all workstation hardware, software, and associated peripherals in the public Information Commons and in staff areas; technical processing of the department's materials and on-line public catalog records; staff training and awareness of developments in the library management system; Web-based delivery of content. Hires, trains, and supervises all members of the Team.
2. Works closely with the Public Services Coordinator and the Public Services Computing Team to implement library-wide initiatives.
3. Provides training and information to facilitate optimal use of electronic resources among the H & SSS library staff and patrons, including support as needed for the electronics coordinators in the Branch libraries; participates in the Libraries' instruction program.
4. Maintains ongoing awareness and familiarity with technological advances relating to creation, storage, delivery of and access to electronic information; collaborates with the Library Systems Office, the Digital Library Center, the UF Libraries' Web Coordinator and technical coordinators in other libraries to recommend and implement changes and improvements to the UF Libraries' electronic resources.
5. Participates in outreach and user assessment activities to ascertain the computing and information needs of the University community in the context of the research and learning continuum; stays informed of campus computing and digital initiatives; seeks opportunities to publicize the department's electronic resources.
6. Oversees and provides support for the University of Florida community's use of the electronic information center in Library West; provides general reference services during assigned reference desk hours, including weekends and evenings; participates in virtual reference services (e-mail, instant messaging, chat) and supports all new reference service initiatives as they develop.
7. Participates as an active member on the H & SS Reference Unit Collection Management Team and assists with the selection, transfer, and withdrawal of other reference items.
8. Participates in planning, policy formation and departmental decision-making relating to H & SS services, collections and new technologies.
9. Serves on library and university committees and task groups as appropriate.
10. Stays informed of developments in librarianship and computer management; participates in professional development opportunities at the local, regional, and national levels.
11. Seeks opportunities for scholarly research, publications, grants, and other creative efforts.

QUALIFICATIONS:

Required:

1. Master's degree in Library Science from an ALA-accredited program or equivalent.
2. Strong public services approach and outlook; familiarity with user evaluation techniques.
3. Effective interpersonal, communication, presentation and organizational skills, including
 - Ability to provide instruction in a diverse computer/help desk environment.
 - Ability to provide assistance to staff with computer-related problems and explain solutions and techniques to them in a clear manner.
 - Ability to establish and maintain effective working relationships in a team environment.
4. Relevant supervisory experience, or experience with project management.
5. Good working knowledge of PC hardware, Windows-based applications, and the uses and configuration of public workstations in libraries; awareness of security solutions for public workstations and technology trends in libraries.
6. Ability to work independently and lead a team of technical staff in a dynamic Information Commons environment.
7. Flexibility; ability to shift priorities and cope with ambiguity and change.
8. Demonstrated potential for meeting the requirements for tenure and promotion. More information available at: http://www.uflib.ufl.edu/Pers/cdh/cdh_chaptertwo.html.

Preferred:

1. Academic background or advanced degree in a humanities or social sciences discipline.
2. Previous academic/research library experience, preferably in public service.

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 48,000. It ranks third nationally in size of student body and eighth nationally in the number of merit scholars enrolled in the freshmen class. The University is a member of the Association of American Universities and 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 University of Florida Libraries are members 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. For more information about the Libraries, please visit <http://www.uflib.ufl.edu>.

The Humanities & Social Sciences (H & SS) Reference Unit of Library West is part of the Humanities and Social Sciences Services (H & SSS) Department which is a large and decentralized public service department comprised of 5 separate areas, the H & SS Reference Unit in Library West, the Architecture and Fine Arts Library, the Education Library, the Music Library, and the Journalism Library. Its mission is to support the information and research needs of students, faculty, and staff in the Humanities and Social Sciences.

In addition to providing reference assistance at the H & SS reference desk, the Library West Reference Unit is also responsible for providing service to users of the Information Commons and Digital Media Center. In all of these endeavors, a primary goal of H & SS

Reference is to assist each reference patron in becoming a more knowledgeable and efficient library user. Toward this end, reference staff provides significant one-on-one instruction in library research skills and teaches general library instruction classes on the catalog, databases, and traditional library sources. Reference service is also available via telephone, and online via Ask A Librarian (e-mail, instant messaging and chat). All of the units also provide special services to assist physically challenged patrons in their use of the collections. For further information regarding the Department, consult <http://www.uflib.ufl.edu/hss/ref/>.

BENEFITS:

Twenty-two vacation days, nine paid holidays, and thirteen days sick leave annually; retirement plan options; insurance benefits; tuition fee waiver program; no state or local income tax.

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 submit application materials via e-mail. Send, as attachments (MS-Word format preferred), a cover letter explaining your interest in and qualifications for this position, your current resume and a list of three references. Include address, telephone and email information for references. Please include a 250-word document expressing your opinion on the topic, "What is the unique role of a library Information Commons in supporting a university's academic and research programs?"

Apply by May 15, 2007 (applications will be reviewed as received). All inquiries and submissions of required application materials should be sent to Brian Keith, Smathers Libraries Human Resources Officer, at: brikeit@uflib.ufl.edu