POSITION VACANCY ANNOUNCEMENT

POSITION: Collections & Metrics Facilitator – Library Associate 2

REPORTS TO: Access Services and Collections Manager

SALARY: Minimum annual salary at $40,715; Actual rate will reflect experience and credentials

REQUISITION #: 514702

DEADLINE DATE: October 1, 2020 - applications will be reviewed as received

JOB SUMMARY
The MSL Collections & Metrics Facilitator - Library Associate 2 performs a variety of public service, project management and analytical roles in Marston Science Library (MSL). In partnership with UF/IFAS Office of the Dean for Research, this position coordinates the creation of the UF/IFAS Annual Report of Peer-reviewed Journal Articles, including supervising project assistants and maintaining positive relationships with all IFAS faculty and staff members. This position also provides help to students/faculty/researchers searching for information through service on the Marston Science Library Service Desk as well as the Libraries’ reference chat service, Ask A Librarian. This position also ensures access to the latest scientific research for the UF Libraries by providing collection management support and resolving collections-related problems and improving accuracy and discovery of those collections. This involves close communication with multiple library departments, both within MSL and Smathers Libraries. This position will also regularly communicate with colleagues both in Marston and in other departments to identify and gain consensus on analytical needs and gather, analyze and report on findings.

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

UF/IFAS Annual Report Publication Coordinator
- Manages the UF/IFAS Annual Report of Peer-reviewed Journal Articles.
- Uses citation management software, word documents and spreadsheets to compile and submit a master list of references within a deadline specified by the UF/IFAS Office of the Dean for Research.
- Conducts detailed review of references for compliance with UF/IFAS Reporting Guidelines.
- Communicates professionally with all project stakeholders to ensure cooperation and support at all stages of the project.
- Maintains positive professional relationships with UF/IFAS faculty members who are professors and scientists, as well as the Associate Dean in the UF/IFAS Office of the Dean for Research, department chairs or research center directors and their secretaries who support the administrative work of the faculty members.

Public Service
- Provides service to library patrons at the Marston Science Library Service Desk. Serves as circulation
supervisor during desk shifts. Opens the library on assigned days.

- Supervise OPS staff during assigned desk shifts, including training, coaching, and communication of policies; provide feedback on OPS training and performance to Daytime Operations Manager.
- Keeps expert working knowledge of competencies required of circulation staff and of UF Libraries’ circulation manual.
- Assists patrons with questions about circulation and library policies; loans & returns materials to patrons; creates or updates item records for library materials to allow for circulation, assists patrons in submitting online appeals for the reversal or reduction of library charges; creates guest computer user accounts.
- Answers general directional & reference questions and provides referrals to patrons seeking research assistance.
- Helps monitor library equipment and facilities within Marston; documents and responds to problems by submitting online service requests.
- Updates/informs circulation staff and branch coordinators of incidents or events that may have occurred during shift.
- Assist faculty researchers and students with accessing resources and locating materials. This duty requires knowledge of library resources, as well the libraries’ collections and databases.
- Participates in the state-wide chat reference service, Ask A Librarian.
- Serves as backup to other unit staff public services positions as needed.

Collection Services – Collection Management Support

- Coordinates with science librarians to resolve location, bibliographic and processing complexities associated with collection projects.
- Develops digital and physical displays to highlight science collections.
- Responsible for improving the accuracy of MSL catalog records. Evaluates records for accuracy of information and contacts cataloging, acquisitions, or the Space & Stack Management Supervisor when appropriate.
- Serves as contact person between Marston and acquisitions and cataloging departments and works to decipher volume holdings, title changes and payment questions. Responsible for communicating and implementing processing changes with collections staff.
- Trains staff on workflows relating to collection management.
- Checks in all print materials for Marston (including books and journals).
- Runs monthly claim reports and submits claims to our major vendors. Updates library management system regarding claim information.
- Responsible for handling withdrawals for items not found on monthly trace reports. This also includes updating MSL’s Collection Coordinator for possible replacement and reporting items that need removal from OCLC.
- Runs missing journal reports. Determines when titles within publisher packages change format (i.e. electronic, etc.). Works with the appropriate librarian to prepare for these changes and updates the web OPAC and holdings record to accurately reflect changes.
- Works with colleagues both in MSL and in other departments to learn new Alma workflows, then implements those collection management workflows within Marston.

Analytics Support

- Proactively identifies analytical needs and works with colleagues to identify and gather information, then analyzes and reports on findings.
- Works closely with MSL’s Collection Coordinator on short-term and long-term collection analysis projects that include such tasks as holdings/items verification, acquisitions inventories, and preparations associated with consolidation and storage. This work includes collaboration with numerous project team members.
- Serves on Marston’s Alma migration team, including learning new workflows, troubleshooting issues, running analysis reports, and training colleagues.
- Assists with research metrics requests from faculty.
• Implements large-scale records projects in the library management system.
• Performs collection use analyses via general spreadsheet software and specialized library collection software.
• Works on projects and initiatives with colleagues in the Access Services and Collections unit as appropriate.
• Provides constructive input regarding enhancement to library and collections services or revisions to branch policies.

Non-Student OPS/Student Supervision
• Hires and trains new Non-Student OPS Assistant(s) to work on UF/IFAS Annual Report
• Trains new student assistants and staff regarding collections services tasks.
• Contributes to student supervision, training and progress on projects within the Access Services & Collections Unit.
• Serves as back-up trainer for the Space and Stack Management Supervisor.

Other Duties
• Represents MSL on Library and University Committees as appropriate.
• Participates in workshops and classes to upgrade computer and other job related skills.
• Other duties as assigned.

QUALIFICATIONS
Required:
Bachelor's degree and four years of related library experience; or a Master's degree and two years of related library experience; or any equivalent combination of experience, training and/or education.

Preferred:
• Excellent organization skills and attention to detail.
• Excellent analytical and time management skills. Initiative and ability to work independently with minimal supervision.
• Ability to interact and collaborate effectively and professionally with colleagues and vendors to accomplish goals; strong verbal and written communication and interpersonal skills.
• Commitment to contributing to a respectful and caring community for all, including individuals of diverse backgrounds, experiences, races, ethnicities, gender identities, sexual orientation, and perspectives.
• Excellent computer skills, experience with Microsoft Office suite with particular focus on: Word, Excel, and Outlook.
• Excellent customer service skills; ability to interact with diverse library clientele and co-workers in a professional manner.
• Ability to plan and organize work effectively, assign appropriate priorities to tasks, and meet deadlines.
• Initiative, flexibility, and ability to adapt and work in a rapidly changing academic environment.
• Facility to create and contribute to a congenial, efficient, and service-oriented workplace.
• Experience using the online public access catalog and ALEPH Acquisitions/Serials, Circulation and Cataloging Modules or Ex Libris ALMA/PRIMO.
• Experience using citation management software (ex.EndNote).
• Ability to motivate, supervise, train, organize, and provide clear and positive direction to employees.
• Experience in assessment including data collection, analysis and reporting.

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 and won the 2018 Senator Paul Simon Award for Comprehensive Internationalization. UF was
ranked 9th among public universities in Forbes’ “America’s Best Employers 2015” and 8th among “Top Public Schools” in U.S. News and World in 2018. 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 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 of 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.

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. 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 Statement and Intellectual Freedom Statement, both of which are posted at http://cms.uflib.ufl.edu/InclusionAndIntellectualFreedom.

MARSTON SCIENCE LIBRARY
The Student Success Librarian position serves the entire George A. Smathers Libraries, but is housed in Marston Science Library. The Marston Science Library, named for Robert Q. Marston, the seventh president of the University of Florida, houses collections in agriculture, life sciences, engineering, physical sciences, mathematics and earth sciences. Marston has 13 library faculty and 11 staff that support a highly collaborative environment that offers an array of services, including 3-D printing and scanning, GIS, and data management support. The library’s Collaboration Commons can accommodate over 700 students and includes a Mobile App Development Environment (MADE@UF) designed to facilitate the development of mobile apps, games, and an visualization room that supports visualization of large research data and collaborative projects. Marston spearheads initiatives related to technology accessibility and actively works to develop partnerships with student organizations.

COMMUNITY
Gainesville, Florida 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 over 40 nature parks, including many spring-fed lakes and rivers, with many paved and unpaved trails for recreation and is situated just over an hour from the Gulf of Mexico and the Atlantic Ocean. Gainesville is known as 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 of the reasons for calling 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. 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!

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/](http://hr.ufl.edu/benefits/). UF offers a comprehensive new online benefits tool called **ALEX** to help employees and prospective employees review benefit choices at UF.

**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 October 1, 2020 (applications will be reviewed as received). Submit all application materials through the Jobs at UF online application system at Requisition 514702. Failure to submit the required documents may result in the application not being considered. 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.

**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://hr.ufl.edu/data-card/](http://hr.ufl.edu/data-card/). 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.