POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 2 (Part Time Position, 0.5 FTE) – Borland Library on the UF Health Science Center Campus in Jacksonville

SALARY: Minimum Salary $12.04; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0803158

DEADLINE DATE: October 22, 2009

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 all of the required documents may result in the application not being considered.

JOB SUMMARY:
This position is located at the Borland Library on the UF Health Science Center - Jacksonville campus and provides staffing for the Reference/Circulation Desk; general library administrative office duties; and fiscal duties that must be handled locally. Uses technically advanced online systems according to established procedures. Maintains records of library affiliates and handles affiliation renewals. Sends out marketing materials to potential affiliates. Assures compliance with University policies and procedures and maintains required records. Gathers statistical data and compiles reports as needed. When staffing the Reference/Circulation desk, assists users with reference and directional questions, and the use of computer databases including the online catalog and bibliographic databases. Conducts orientation tours of the Library. Shares in the provision of information desk services with other staff. On a rotational schedule, works during evening hours. Has direct and substantial contact with library users. Impacts the library’s user’s ability to access and use medical information.

RESPONSIBILITIES:
- Staffs the Reference/Circulation public desk. Informs users of library services, policies and procedures; charges and discharges library materials. Assists users with reference and directional questions, and in use of computer databases including the online catalog and bibliographic databases. Conducts orientation tours of the Library. Maintains and applies current knowledge of new materials and databases.
• Maintains database records of affiliating patrons and companies. Handles affiliation renewals. Produces and sends out marketing materials to potential affiliates.

• Manages the library’s circulation system using Aleph software. Maintains patron files and records in Aleph. Must have social security number confidentiality training to add new patrons and change records as needed. Reconciles problems with overdue fines or lost items charges. Produces circulation statistics and reports.

• Responsible for general fiscal duties that must be handled locally. Coordinates work with Smathers Libraries Fiscal Services Department. Makes bank deposits at a local bank. Handles cash receipts. Handles and reconciles cash drawer. Acts as primary departmental contact to manage problems associated with fiscal management. Uses both Quickbooks and Peoplesoft software to keep fiscal records. Produces statistical reports as requested.

• Initiates orders for purchases from Dean’s fund allocation. Orders all supplies and tracks expenditures.

• Serves on library and university committees as appointed. Participates in staff development opportunities.

• Performs other duties and activities, and participates in special projects as assigned

QUALIFICATIONS:

Required:
A high school diploma or GED and 2 years of library or related clerical/customer service experience; OR Bachelors degree; OR any equivalent combination of experience, training and/or education.

Preferred:
• Must be able to drive, and have transportation
• Knowledge of and experience with online systems
• Knowledge of general administrative office practices
• Knowledge and experience using online public access catalogs (OPAC)
• Familiarity with reference materials
• Ability to use computer for various functions
• Ability to deal effectively with the public
• Knowledge of and experience with fiscal practices

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.

HEALTH SCIENCE CENTER LIBRARIES
The HSC Libraries provide services and programs to support the Colleges of Medicine, Nursing, Dentistry, Pharmacy, Public Health and Health Professions, and Veterinary Medicine; the McKnight Brain Institute; the University of Florida Genetics Institute; the Emerging Pathogens Institute; the Institute for Child and Health Policy; and the Institute of Aging; Shands HealthCare; the University of Florida/Shands Cancer Center; the University of Florida Physicians Clinics (12 primary and 21 specialty care); and the North Florida AHEC program. The HSC Libraries also support 52% ($291,000,000) of all campus research awards by providing up-to-date research content and information access and management support. Since 1999, the HSC Libraries have operated a Liaison Librarian program to facilitate partnerships with academic faculty and programs by assigning each HSC College or Department a dedicated librarian who works closely with its faculty, staff and students.

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:
If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0803158.

For further details about this position please contact Tina L. Pruitt at (352)273-2595.