POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 3 – Education Library

REPORTS TO: Library Associate 3

SALARY: Minimum Salary $13.00 hourly; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0808472

DEADLINE DATE: June 30, 2011

PLEASE NOTE: The normal work schedule is Sunday-Thursday, 1:45pm-10:45 pm.; Hours will vary during Intersession periods to Monday-Friday; 8:00am-5:00pm

JOB SUMMARY:
This full-time position is in the Education Library and coordinates Education Library Services during evening hours. The Library Assistant III provides research assistance, manages technical operations for serials collections, handles reports, appeals, and refunds related to circulation fines, and assists with website maintenance and development.

RESPONSIBILITIES:
• Provides reference assistance as scheduled, including assisting the librarians with bibliographic training sessions, providing tours and other assistance as needed.
• Responsible for closing the Education Library, Sun.-Thurs. at 10:30pm. Supervises day-to-day operations of the circulation desk area. This includes extensive interaction with the public, the student staff and close communication with Access Services staff in all other UF Libraries.
• Check-in of the new periodical issues in the Aleph system. Verifies accuracy of periodical records and notes changes to be sent to Serials Cataloging. Communicates directly and regularly with the bindery and serials staff in the main library regarding serials procedures and policies. Performs required bindery operations according to a set schedule. Trains and supervises student assistant support staff to pull specific materials and box the shipments on a regular schedule. Performs regular examination and evaluation of the periodical holdings for the purpose of recommending titles to the librarians for weeding, removal to storage, etc.
• Handles all problem reports, billing and fines statements as well as reconciling crediting and operations reports. Handles traces in conjunction with other supervisory staff. Re-
certifies annually FERPA and Privacy of student records to continue needed access to the Registrar/PeopleSoft student records system. Maintains current awareness of all electronic procedures and policies that pertain to Access Services. Maintains accurate records and statistics, in conjunction with the other Library Assistant 3.

- Maintains current awareness of issues concerning security, facility maintenance and equipment maintenance. Assists with the interviewing and selection of the student assistant staff. Responsible for the normal scheduling of student assistant staff, ensuring student staff coverage during semester breaks. Responsible for daily Payroll Approval for all student assistant employees. Assists with the thorough training of all student staff, especially in regard to our electronic library management system.
- Assists the Web Coordinator with the maintenance/updating of the Education Library website.
- Participates in staff development and training opportunities, serves on relevant committees as appointed and contributes to the formulation of Education Library policies and procedures.

QUALIFICATIONS:

Required:
High School diploma or GED and 4 years of library or related clerical/customer service experience; or a Bachelors degree and one year of library or related clerical/customer service experience.

Preferred:
- Familiarity with web page development;
- Experience with automated library service;
- Excellent verbal and written communication skills;
- Experience with diversified staff and with the general public;
- Ability to work independently and adapt to changing priorities;
- Ability to set priorities;
- Excellent organizational skills;
- Supervisory experience.

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. 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. 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.

GEORGE A. SMATHERS LIBRARIES
The George A. Smathers Libraries is a member of the Association of Research Libraries, the Center for Research Libraries, the Research Libraries Group, and LYRASIS. 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/backpage.html. For more information about the Libraries, please visit http://www.uflib.ufl.edu.

The Foundation for The Gator Nation
An Equal Opportunity Institution
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. Gainesville is known as an innovative municipal government and an innovative city. Gainesville continues to receive national recognition as a top-rated city. Some of Gainesville's accolades are listed at the Gainesville Awards and Recognition link. 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 Office of Human Resources to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

Consideration for employment in this position is dependent upon legal eligibility for employment in the United States at the time of offer.

If you are interested in these positions please apply online at http://jobs.ufl.edu referring to requisition number 0808472.

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