POSITION VACANCY ANNOUNCEMENT

POSITION: Library Assistant 2 – Evening Circulation

REPORTS TO: Library Associate 3

SALARY: Minimum Salary $11.50 hourly; Actual salary will reflect selected professional’s experience and credentials

REQUISITION #: 0807600

DEADLINE DATE: March 30, 2011

PLEASE NOTE: This is a night position with the following normal work schedule: Sunday through Thursday 4pm to 1am

JOB SUMMARY:
As a member of the Library West night operations team reporting to the night Operations Manager, performs a variety of public service, supervisory and technical roles in support of the Library West branch. Staffs the Library West Circulation Desk and assists with closing procedures from 4 PM to 1 AM (2 PM to 11 PM during summer), Sunday through Thursday evenings. Provides a high level of service at the 2nd floor Circulation Desk during the evenings. Assists patrons in the use of library services and media resources and with computer-related problems.

RESPONSIBILITIES:

Library West Circulation Department

- Participates in evening projects and work flow in the Library West Circulation Department.
- Monitors building security for patrons and staff, consulting closely with the other night team members; serves as contact with evening security guard when needed.
- Provides a high level of service at the 2nd floor Circulation Desk during the evenings; assigned daily shifts. Maintains staff presence at service point by making periodic checks during non-scheduled hours and filling in as needed.
- Communicates library policies and procedures to patrons.
- Performs normal circulation desk operations (checking books out and in by computer, receiving and screening problem reports, answering general assistance questions, answering phone inquiries, etc.).
- Creates and/or updates computer records for library material (books, periodicals, etc.) to allow for their general circulation.
- Creates and/or updates library patron records as needed.
- Supervises and, as necessary, trains 1-3 student assistants in learning and performing various routine library services.

The Foundation for The Gator Nation
An Equal Opportunity Institution
• Reports any problems, or unusual situations, with patrons and/or integrated library systems to the Circulation Coordinator.
• Assists closing events for the 2nd floor Circulation Desk; locks cameras and laptops in the charging stations, puts away department keys, prepares workspace for the following morning.

Library West Evening Discharge Coordinator
• Oversees Library West’s discharge process in the evenings to ensure returned items are accurately discharged on a timely basis often with the assistance from OPS Student Assistants at the Circulation Desk and other staff as needed.
• Coordinates the evening check of return bins to ensure returned materials are collected from the drive-up book-drops and those located at the 2nd floor Circulation Desk. Ensures that these book drops are cleared before the end of each evening.
• Assists the work flow of weekday Discharge Coordinator when needed.

Library West Late Night Services
• Assists in the closing of Library West with other evening staff members and contracted security guards when needed.
• Gathers and organizes library materials each night and ensures that the library facilities are in good working condition, and prepares public and work areas for opening the following morning.
• Enforces library and computer use policies, including food/drink policy.
• Makes periodic trips to monitor building and security issues for patrons and staff.
• Conducts tests of library equipment and services and submits work requests for building and IT issues through the GROVER system.
• Provides basic technology (software & hardware) troubleshooting for patrons and staff in evenings.

Humanities & Social Sciences Research Assistance
• Assists users in locating library materials and with use of networked electronic resources, online catalogs, and basic reference materials and methods.
• Participates in other branch activities to support public services mission of the Libraries, including basic reference service at the Library West 3rd floor Research Assistance Desk, UF’s Ask-A-Librarian chat reference service and state collaborative desk.
• Makes appropriate referrals to subject specialists, other library departments, and/or other libraries.

Participates in other branch and library activities
• Serves on committees, as appointed.
• Participates in staff development opportunities.
• Contributes to the documentation and formulation of H&SSS departmental and unit policies and procedures.
• Other duties as assigned.

QUALIFICATIONS:
Required:
High School diploma or GED and 2 years of library or related clerical/customer service experience; or a Bachelors degree.

Preferred:
• Ability to support a large and diverse user population;
- Ability to establish and maintain effective working relationships with others;
- Ability to work accurately with minimal direct supervision;
- Ability to communicate effectively verbally and in writing;
- Experience supervising other employees and in working with the public;
- Excellent communication skills;
- Knowledge and experience with troubleshooting PC hardware, peripherals, Windows operating systems, Windows-based applications, the Internet, and networking;
- Knowledge of library regulations, policies, and procedures;
- Knowledge of online catalog system (public and technical modes);
- Knowledge of basic reference resource materials;
- College degree preferred;
- Applicants with degrees or advanced degrees in fields relating to the Humanities and Social Sciences are preferred.

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.

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.

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 Faculty Development Office to track applicant trends and is in no way considered by the Smathers Libraries in the selection process.

If you are interested in this position please apply online at http://jobs.ufl.edu referring to requisition number 0807600.

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