POSITION VACANCY ANNOUNCEMENT

POSITION: Senior Library Technical Assistant – Educational Department

SALARY: Minimum starting salary is $10.53/hrly. Actual starting salary commensurate with applicant’s skills, knowledge and abilities.

REQUISITION #: 0701219

DEADLINE DATE: January 5, 2007

JOB SUMMARY: The George A. Smathers Libraries Education Department is recruiting for the position of Senior Library Technical Assistant (Sr. LTA). This position opens the library Monday-Friday at 8:00AM and is responsible for the supervision of the Circulation Desk and other daily operations weekdays. This position supervises up to 4.6 FTE of student assistant employees, including interviewing, hiring, training, time reporting approvals and scheduling. The Sr. LTA handles circulation billing and crediting issues using both library management software and university accounts summary software. They resolve problem reports, including holds/recalls, traces and patron complaints. This position staffs the Reference Desk with regularly scheduled hours and assists the librarians with bibliographic instruction sessions. The Sr. LTA is also responsible for the supervision of periodicals/serials arrivals, claiming and binding activities for periodicals and serials. Liaison to Preservation/Binding Unit and Serials Acquisitions Unit in main library. Provides technical assistance to staff and patrons as needed. Acts as Systems Liaisons backup, including computer hardware and software troubleshooting and maintenance. Serves on library-wide committees as appointed.

RESPONSIBILITIES:
• Responsible for opening the library, Mon.-Fri. at 8:00am. Supervise 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 departments in all other UF Libraries. Handles traces in conjunction with other supervisory staff.
• Perform all claiming and bindery operations and record keeping with accuracy according to a set schedule. Train and supervise student assistant support staff to pull specific materials and box the shipment on a regular schedule. Communicate directly and regularly with the bindery and serials staff in the main library regarding new or old procedures and policies. Attends meetings of the A-Team Library Serials/Binding Committee.

The Foundation for The Gator Nation
An Equal Opportunity Institution
• Supervise the daily check-in of periodicals including the training and supervision of staff that assist with periodical/serials operations. This includes direct communication with serials catalogers and acquisitions staff in the main library in regard to frequency, format, title changes or problems. Perform regular examination and evaluation of the periodical holdings for the purpose of recommending titles to the librarians for weeding, removal to storage, etc.
• Handle all problem reports, billing and fines statements as well as reconciling crediting and operations reports. Maintain current awareness of all electronic procedures and policies that pertain to Access Services. Maintains accurate records and statistics, in conjunction with the evening Sr. LTA.
• 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. Provide thorough training of all student staff, especially in regard to our electronic library management system.
• Provide reference assistance as scheduled, including assisting the librarians with bibliographic training sessions, providing tours and other assistance as needed.
• Acts as a Back-up Systems Liaison. Attends the monthly System Liaison meeting and training as needed.
• Assist the evening Sr. LTA with all reserve requests during the day in order to provide a continuous, seamless reserve service. Keep informed of new procedures on all electronic operations necessary for accurate and complete electronic records of reserve holdings. Work with the evening Sr. LTA in regard to maintaining an efficient, well-organized reserve collection.
• Assists the Web Coordinator with the maintenance/updated of the Education Library website.
• Participate in staff development and training opportunities, serves on relevant committees as appointed and contributes to the formulation of Education Library policies and procedures.

QUALIFICATIONS:

Minimum qualifications:
A high school diploma and four years of appropriate experience. Appropriate college coursework or vocational/technical training may substitute at an equivalent rate for the required experience.

Preferred Qualifications:
• Experience with automated library services.
• Good communication skills, experience with diversified staff and with the general public.
• Ability to work independently and adapt to changing priorities.

If you are interested in position 0701219 please visit http://jobs.ufl.edu to begin the application process.

The Foundation for The Gator Nation
An Equal Opportunity Institution