

I. DEPARTMENT: Circulation

II. POSITION: Collection Maintenance Supervisor

III. CLASSIFICATION: LIBRARY ASSISTANT III

IV. NAME OF INCUMBENT: Vacant

V. POSITION NO.: 2553

VI. JOB PURPOSE:

One of several positions that make up the team in the Circulation Department, this position works under general supervision and provides leadership for Collection Maintenance for the University Libraries. Reporting to the Department Head for Circulation, this individual supervises the group of staff who assume responsibility for ensuring that the libraries' collections are maintained in accurate and neat order. The incumbent is fully integrated into the Circulation Department and assists with staffing the service desks, as needed. He/she is able to fill-in in all functional areas of the Circulation Department and serves as the departmental supervisor of record, as needed.

VII. DUTIES AND RESPONSIBILITIES

A. Manages Collection Maintenance in McWherter Library and the Brister Storage facility to ensure that all of the libraries' collections are properly maintained.

1. Maintains a broad view of the physical status and condition of the Libraries' collections.
2. Ensures that materials removed from the libraries' collections are properly re-shelved, re-filed, or otherwise returned to the proper place in the collection.
3. Maintains high standards for the overall quality of the work of the Collection Maintenance Team.
4. Monitors available space on shelves and/or in cabinets and incorporates that information into plans for collection growth.
5. Develops and implements plans for large collection focused projects such as relocations, rearrangements, and/or shifting.
6. Takes the initiative to resolve problems related to the housing and/or maintenance of the libraries collections.
7. Works with the Libraries' Facilities Coordinator and other appropriate individuals to coordinate moves, rearrangements, and/or relocations of collections.

B. Supervises collection maintenance for the various collections in McWherter library.

1. Supervises the staff who comprise the Collection Maintenance Team for McWherter Library.
2. Oversees the training of the library assistants and ultimately the student assistants who work in Collection Maintenance.

3. Monitors and maintains the work schedules for the staff of the collection maintenance team in collaboration with the Dept. Head..
    4. Ensures that the policies and procedures manual(s) for Collection Maintenance are kept up-to-date.
  - C. Serves as a resource person on matters related to collection maintenance for all University Libraries' facilities.
    1. Advises staff in the branch libraries or independent collections on matters related to collection maintenance.
    2. Maintains appropriate relevant statistics related to the collections of the libraries.
    3. Works with staff in the Preservation and Special Collections Department to ensure that appropriate collection care techniques are being employed throughout the libraries.
    4. Identifies items from the general collection that are candidates for consideration for repair or replacement and makes sure their care is addressed.
    5. Provides appropriate input into periodic and/or annual reports.
  - D. Provides direct user assistance at the service desks and/or as needed.
    1. Assists library users with directional and simple informational inquiries when the libraries' reference desks are not staffed.
    2. Assists library users with using the online catalog, copy machines, printers, microform reader/printers, and other similar resources.
    3. Helps library users to understand and interpret library policies.
  - E. Performs other duties as assigned.
    1. Serves on library committees and task forces.
    2. Undertakes special projects assigned by the department head or the Dean of University Libraries.
    3. Receives cross-training for other functions within the Circulation Department so he/she can back-up coworkers when needed.
- VIII. DIRECTION RECEIVED
- Reports to Department Head for Circulation. May also receive directions from the Dean of University Libraries.
- IX. DIRECTION GIVEN
- Supervises the work of staff and students who comprise the Collection Maintenance Team. May supervise other staff as directed by Dept. Head
- X. JOB SPECIFICATIONS
- Requires a Bachelor's degree and at least two years of relevant work experience. An equivalent combination of education and experience could be given consideration.

**XI. SPECIAL CONDITIONS**

This is a full-time permanent position requiring a 37.5 hour workweek. The primary work schedule for this position is Tuesday through Saturday 9:30 am to 6 pm. During the academic term when the library maintains a shortened schedule, the work schedule of the incumbent will be modified to fit into the modified library schedule.

**XII. REQUIRED KNOWLEDGE, SKILLS, ABILITIES, AND CHARACTERISTICS**

- A. Good analytical skills along with the ability to develop and implement solutions to problems in a timely and professional manner.
- B. Ability to evaluate situations and make appropriate, mature decisions.
- C. Ability to communicate effectively in oral and written forms.
- D. Comfort and dexterity with using computers and computerized information systems in a work setting.
- E. Prior experience supervising the work of others.
- F. Ability to work effectively with a diverse group of library staff and users in a courteous and professional manner.
- G. Ability to plan collection focused projects and follow through with the implementation.
- H. Ability to successfully support and foster team spirit among a working group.
- I. Ability to collect appropriate data and prepare reports as requested by the Department Head and/or the Dean of University Libraries.
- J. Ability to work on multiple tasks simultaneously and to meet established deadlines.
- K. Ability to maintain a positive attitude while coping with organizational change.
- L. Ability to effectively and appropriately switch between the roles of leader and follower in an environment that requires strong teamwork.
- M. Ability to recognize the limits of the authority of this position and to know when matters should be referred to a higher authority.

**XIII. WORKING CONDITIONS**

Technologically oriented academic research library with more than one million print volumes. Position has a public service component requiring regular interaction with library personnel, the university community, and the general public. Position requires some standing, walking, and reaching overhead. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Incumbent might be required to climb ladders in order to reach materials on higher shelves. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 pounds. Responsibilities require vision that will support close work and hearing that will support participating in conversations via telephone and/or computer.

Description last updated: June 2017

