University of Miami
Otto G. Richter Library

Staff Position Description

POSITION #:  
UM CLASSIFICATION: Supervisor, Library Services  
POSITION TITLE: Collections Maintenance Coordinator  
DIVISION: Access Services  
DEPARTMENT/UNIT: Miami Lakes Storage  
CREATED/REVISED:  
EMPLOYEE:  
FLSA STATUS: Non-Exempt  

 PURPOSE & SCOPE

The Collections Maintenance Coordinator has overall responsibility for the day-to-day operations of the Miami Lakes Storage Facility. This may include supervision of non-exempt staff and student assistants. The Collections Maintenance Coordinator is responsible for the ongoing maintenance, shelving, shifting, shelf-reading and inventory of the off-site collections (includes monographic, periodical, government document, reference, microforms and similar collections), the preparation of appropriate signage and floor plans, and the coordination of the area’s workflow and assignments with the Head of Access Services. The Collections Maintenance Coordinator will also be responsible for the retrieval, delivery and re-shelving of materials request from Miami Lakes Storage. General duties include, but are not limited to: monitoring workflow, establishing staff and student work schedules and assignments, hiring, training, and evaluating staff, and recommending and implementing policies and procedures and assisting in the provision of service at the service desks as necessary.

This regular, full-time position works a standard schedule of Tuesday through Saturday 9:30am – 5:30pm. All staff may be required to change their shifts as needed by the department particularly during 24/7 operations at the end of each semester. This position may report directly to the Miami Lakes Off-site Facility for some scheduled shifts.

ESSENTIAL DUTIES & RESPONSIBILITIES (include percentages of time)

**Supervision, coordination, and general maintenance of the collections at the Miami Lakes Off-site Storage (60%)**
- Identifies, coordinates and completes all operations of all off-site collections facility.
- Responsible for maintenance of storage facilities collections including retrieval, delivery and re-shelving of requested items. May be required to retrieve up to 30 pounds from tall library shelving and deliver boxes/materials on push carts containing 50+ pounds.
- Working with the Head of Access Services, acts as liaison with Special Collections, Archives and Cuban Heritage Collection departments regarding their collections within the off-site facility.
- Works with appropriate library administrators to develop collections maintenance policies and procedures.
- Schedules, coordinates and monitors the maintenance of the collections and stack areas.
- Identifies and tracks problems and patterns for resolution and preventive maintenance.
- Gathers data and prepare proposals, reports of space planning and utilization as needed and develops effective shelving programs.
- Identifies and sends damaged materials to Physical Processing for repair in consultation with Collection Development.
- Ensures that shelves, signs, and furniture are updated and maintained.
- Keeps usage statistics.
- Prepares and distribute appropriate signage and floor plans.
- Monitors ongoing collection projects and track deadlines. Advises library administration of delays or problems.
- May require use of the library van to transport materials between Miami Lakes and UM Libraries.

**Project coordination and completion (30%)**
- Works with Collections to identify, coordinate and execute projects pertaining to collections.
- Monitors workflow and establishes priorities as needed.
- Coordinates student project assignments with the Circulation Manager.
Other duties as assigned (10%)
- Assist with Access Services and other library activities as assigned.
- Participate in library committees and teams as needed.

Communications, Relationships, and Service (No percentage required. Responsibility should be incorporated in total performance)
- Maintains helpful and supportive customer service behavior with all library customers.
- Establishes effective and supportive interdepartmental relationships to increase unit effectiveness and disseminate information.
- Communicates frequently and effectively with all university staff, faculty, and administrators in a timely manner regarding procedures, policies, and other necessary information.
- Attends departmental meetings and writes reports as required.
- Participates in library committees and task forces as needed.

Percentages may vary dependent on service and operational needs of the Unit and Richter Library.

WORKING RELATIONSHIPS

- SUPERVISION RECEIVED
  This position reports to the Head of Access Services.

- SUPERVISION GIVEN
  This individual will supervise student assistants and may supervise non-exempt staff members to complete projects within the off-site facility.

- LEVEL OF CONTACTS
  The individual works with all levels of University and Library staff including faculty, administrators, staff, and students as well as alumni and community users. Within the library, this individual works with all levels of library faculty and staff as well as student employees. In all contacts, the incumbent is expected to be professional and courteous.

QUALIFICATIONS (Education, Experience, Skills, Training, etc)

- Four years of progressive work experience or years of college education, with at least one year of supervisory experience.
- Must be able to lift 30 pounds, push 50+ pounds, and reach while on a stool.
- Typing skills of at least 25 wpm.
- Experience with Microsoft Office software including Word, Excel, and Outlook (or other e-mail software) required.
- Strong written and oral communication skills.
- Excellent organizational skills.
- Excellent Customer Service and interpersonal skills.
- High school graduate or equivalent.
- Must have valid Florida driver’s license and a good driving record, as determined from background check.

Preferred
- Experience with maintenance of library collections
- Fluency with III system or other Library system and Circulation Module preferred.
- Experience with the maintenance of special or archival collections