

University of Miami
Otto G. Richter Library

Staff Position Description

POSITION #: P100009000
UM CLASSIFICATION: Supervisor, Library Services
POSITION TITLE: Off-site Storage Supervisor
DIVISION: Access Services
DEPARTMENT/UNIT: Miami Lakes Storage
CREATED/REVISED: 9/20/15 rev 10/10/17

EMPLOYEE:
FLSA STATUS: Non-Exempt

PURPOSE & SCOPE

The Off-site Storage Supervisor 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 Off-site Storage Supervisor is responsible for the ongoing maintenance, shelving, shifting, shelf-reading and inventory of the off-site collections (includes books, periodical, government document, microforms and distinctive/archival 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 Miami Lakes Supervisor 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/space allocation, supervise staff/students, and recommending/implementing policies and procedures. May assist at other libraries service desks as needed.

This regular, full-time position works a standard schedule of Monday through Friday 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 will report directly to the Off-site Facility, but may report to the Richter Library for some scheduled shifts.

ESSENTIAL DUTIES & RESPONSIBILITIES (include percentages of time)

Supervision, coordination, and general maintenance of the collections at the Miami Lakes 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 to collection curators with materials housed in the off-site facility.
- Works with Head of Access Services and Associate Deans 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 Head of Access Services 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)

- High school graduate or equivalent.
- Four years of progressive work experience or years of college education, with at least one year of supervisory or equivalent experience.
- Must be able to work with fragile materials which may produce moderate dust environment and be able to lift 30 pounds, push 50+ pounds, and reach while on a stool or ladder.
- 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
- Must have valid driver's license and acceptable driving record.

Preferred

- Experience with maintenance of library collections
- Fluency with Ex Libris Alma or similar library automation system.
- Experience with the maintenance of special or archival collections