Job Description
Library Staff Positions

Stacks Shifting Specialist, Sr.

Employee Name: [Redacted]
Department or Unit: Access Services/Stacks
Division: Access & Resource Services
Campus Job Classification/Title: Library Specialist Senior (User Services)
Campus Job Code: ND05
Campus Pay Grade: 228
FTE [Percentage of Time]: 1 FTE = 40 hours/week
Type of Appointment: Ongoing
FLSA Status: Non-Exempt

This is a Non-Exempt position. Employees in this position are paid an hourly pay rate, on a bi-weekly basis, and are eligible to receive overtime pay for any hours worked over 40 in a work week.

Name of Direct Supervisor: Patrick Buckley
Supervisor's Library Job Title [Functional]: Stacks Operations Manager
Supervisor’s Campus Job Classification: 231

University Job Summary Statement

Performs complex user services operations (e.g., interacting with the university and external community to access to information, and materials) by using a specialized knowledge of electronic databases, microcomputer applications, complex reference tools, and/or foreign languages. Uses an expanding range of electronic resources (e.g., Internet, CD-ROMs, online databases) to provide access to information. Provides research assistance; answers complex research requests, interprets library policies, handles specialized materials, and resolves problems. Instructs users in the use of internal and external information resources. Creates bibliographic access to research materials (e.g., government documents, manuscripts, and other resources) using a specialized knowledge of national standards, electronic reference sources and complex reference tools. Provides physical access to materials, employing specialized techniques related to conservation, binding, reproduction, and reformatting. May oversee borrowing and lending of library materials. May supervise or direct the work of staff/students. Performs related responsibilities as required.

The above statements are intended to describe the work being performed by people assigned to this job. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of the personnel so classified.

Library Position Summary

Reporting to the Stacks Operations Manager, the Stacks Shifting Specialist, Sr. works with the Stacks Operations Supervisor and Data Quality and Transfers Specialist, Sr. to provide the Emory community with an accessible and well-maintained print collection. This position is focused on the display and distribution of physical collections, the compiling and analysis of data reflective of current density levels, development of growth projections, and the execution of projects to shift collections.
Type of Supervision Received

Reporting to the Stacks Operations Manager, the Stacks Shifting Specialist, Sr. works closely with the Stacks Operations Supervisor and Data Quality and Transfers Specialist, Sr. to present the physical collections. General direction is provided by the Director of Access Services, and the Associate University Librarian, Access and Resource Services.

Individual performance is informally reviewed on a regular basis and formally on an annual basis; progress toward unit and professional goals is a key component of the performance evaluation process.

Type of Supervision Exercised

The Stacks Shifting Supervisor does not supervise staff.

This position does supervise student employees – the number of students supervised ranges from 8 – 10.

The chart below outlines the scope of supervisory authority for the incumbent.

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<th>Does individual have responsibility for hiring recommendations?</th>
<th>Students only</th>
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<tr>
<td>Does individual have responsibility for work assignments?</td>
<td>Students only</td>
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<td>Does individual have responsibility for performance evaluation</td>
<td>No</td>
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<td>Does individual have responsibility for reclassifications/merit increases recommendations?</td>
<td>No</td>
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<td>Does the individual have responsibility for recommending the design and redesign of organization structures and for defining and redefining individual roles?</td>
<td>No</td>
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<td>Does individual have responsibility for discipline and discharge?</td>
<td>No</td>
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<td>Does individual have responsibility for complaint resolution?</td>
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Key Responsibilities & Duties

A. Shifting Project Design and Management - Designs and executes project plans to coordinate shifting initiatives for the Woodruff Library including measurement of collections, shifting analysis, project management, and collaboration with the Transfer Specialist, Sr. to ensure balance between the shifting/transfer function. Project design includes assessing the work hours needed, scheduling and directing student employees during the move of materials, and finally presenting collection density data of the post-project state to inform ongoing assessment initiatives.

B. Data Collection and Assessment - Measures the current state of the collection, compiles growth data, and applies current transfer algorithms to create space utilization projections that will inform future transfer and shifting projects. Contributes data to unit assessment initiatives and participates in collaborative and recurring reporting to Library Administration and the Collections Steering Committee.

C. Student Supervision – Directs the work of 8-10 student employees supporting space management projects, including training, setting standards, and supplying operational support for the student employees assigned to shifting projects. Serves as a designated Student Supervisor coaching and mentoring student employees to ensure successful contribution to the work of the Stacks operation and development of marketable professional skills.

D. Stacks Core Responsibilities – Participates in the operational priorities and daily circulation responsibilities of the stacks team. This work includes checking books in from library users, shelving, shelf-reading, measuring new acquisitions, and pulling patron requests and/or assigning and supporting student workers to do these tasks. On a rotating basis, serves as Supervisor on Duty executing and directing the work of student employees during the regular business hours.
University Minimum Required Qualifications

Bachelor's degree in a related field and three years of related work experience, OR equivalent combination of experience, education, and training. Positions in this classification may require computer skills, proficiency in a foreign language or other special skills.

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Library Required Qualifications

These qualifications are required by the library in addition to the minimum required qualifications of the University listed above.

▪ Intermediate to advanced knowledge of Excel
▪ Experience leading large-scale projects
▪ The ability to participate in the physical movement of collections

Library Preferred Qualifications

Preferred qualifications can be listed here if applicable. Examples:

▪ Experience in an academic or research institution library
▪ Experience in supervising and managing student employees
▪ Recent and relevant experience working in an Access Services or Circulation Department of an academic or research library

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