



## Job Description Library Staff Positions

### Stacks Shifting Supervisor

Employee Name:	
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

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#### 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 Supervisor works with the Stacks Operations Coordinator and Data Quality and Transfers Supervisor 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 Supervisor works closely with the Stacks Operations Coordinator and Data Quality and Transfers Supervisor 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.

## **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.*

- Experience leading large-scale projects
- Intermediate to advanced knowledge of Excel
- The ability to participate in the physical movement of collections
- Commitment to fostering a diverse educational environment and workplace
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.

### **Library Preferred Qualifications**

*Preferred qualifications can be listed here if applicable. Examples:*

- Recent and relevant experience in an academic or research institution library, preferably within an Access Services or Circulation department
- Experience in supervising and managing student employees

<b><i>LHR Review</i></b>	<b><i>Krystal S. Rambus</i></b>
<b><i>DATE</i></b>	<b><i>June 15, 2023</i></b>