

Access Services Librarian – University of North Alabama

Description

This is a professional staff position responsible for managing and providing the strategic direction for the Access Services unit, which consists of the library help desk, circulation and course reserves, stacks maintenance, interlibrary loan, Harry L. Smith Commons area, and the CELL (Collier Library Experiential Learning Lab). Responsibilities include providing leadership for the development and implementation of programs that promote innovative user services for the library and the maintenance of an atmosphere conducive to excellent, proactive customer service; and working collaboratively with other departments and units within the library to develop and improve services for library patrons and stakeholders. The successful candidate must be able to work flexible hours for staffing in backup situations (mornings, evenings, weekends, and holidays), and for special events.

Essential Job Duties

- Provide overall leadership, direction, management of daily operations, and administration of the Access Services unit to meet user needs and expectations;
- Supervise, schedule, train, participate in hiring, and evaluate the department's full-time and part-time staff employees and part-time student employees;
- Create and support a welcoming and inclusive unit and user experience;
- Create a positive team environment that fosters collegiality and innovation;
- Supervise work related to stack maintenance including the shifting of collections, shelf reading, inventory projects, special projects, and participation in the weeding process;
- Develop departmental metrics and reports, and use data and assessment techniques to evaluate services;
- Represent the library on appropriate campus, library network, and other relevant committees, working groups, meetings, and conferences;
- Coordinate with the university's IT department and the library's systems staff to implement and update access services-related tools, systems, and technologies;
- Maintain current knowledge of trends and best practices as they relate;
- Serves as a liaison to various departments on campus;
- Provide research consultations as needed;
- Perform all other duties as assigned.

ADDITIONAL DUTIES:

- Teach library familiarization, information literacy, and research-focused classes;
- Conduct individual and group research consultations;
- Serve as a member of the instruction team within the department.

Minimum Qualifications

- ALA-accredited master's degree in library science or information studies is required;

- Two years of related experience is preferred;
- Prior experience in interlibrary loan services, resource sharing, or access services within a library setting is preferred;
- Knowledge of integrated library systems (ILS) or library management systems (LMS), particularly focused on circulation and reserves functional areas, and other software and systems used for managing library collections, resource sharing, and interlibrary loan services is preferred;
- Experience with/knowledge of managing course reserves, developing course reserve policies, creating brief catalog records, and maintaining course reserves records and statistics is preferred;
- Demonstrated experience with interlibrary loan and/or document delivery systems and services, preferred;
- Previous supervisory/managerial experience is required.

Special Instructions to Applicants

Applicants must upload a cover letter and resume/CV at the time of application, as well as provide contact information for at least three professional references. For questions please email employment@una.edu or call 256.765.4291 and select option #2.

UNA is an equal opportunity employer committed to achieving excellence and strength through diversity. UNA seeks a wide range of applicants for this position so that one of our core values, ethnic and cultural diversity, will be affirmed. UNA is a smoke-free campus.

We welcome applicants who are committed to working at a university that values diversity, equity, and inclusion for faculty, staff, and students.

To apply online, please visit:

<https://www.schooljobs.com/careers/una/jobs/4370775/access-services-librarian>