

University of Houston – Clear Lake

Position Description

Job Title: **Senior Library Associate - Circulation**

Job Code: **5424**

Pay Grade: **130**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

	REQUIRED	PREFERRED
Education	Bachelor's degree.	
Experience	Four years library experience or equivalent combination of education and relevant work experience.	One or more years experience with an automated library catalog or PC database in an academic library environment. Copier operations knowledge.
License/Certification		

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This position manages the day-to-day operations of the circulation unit and oversees the workflow. This position works closely with the Access Services Librarian and supervises and evaluates assigned circulation unit employees. This position participates in the hiring of student workers, and helps train and supervise them. This position is the primary line of contact for outsourcing vendors, and is responsible for the in-house maintenance of copier operations. The incumbent should have mastery of all operations of the circulation unit, and provide training, cross-training, and back-up for each operation including providing backup for the library's change fund operations. In conjunction with the Access Services Librarian, this position suggests and provides for appropriate training and development for the circulation staff and student workers.

Duties and responsibilities	% Time
Oversee, manage, and adjust the circulation unit workflow, including supervising and evaluating assigned circulation employees.	40
Exhibit specialized knowledge of machine operations, manuals, and instructions from vendors in order to troubleshoot problems or schedule service calls for copiers and microform machines. Act as liaison between machine contractors and library.	20
Coordinate procedural tasks, and with Access Services Librarian, write, amend, and participate in training and cross-training circulation staff in these procedures. Coordinate and manage circulation-specific forms: designing, tracking, and ordering. Participate in the hiring process for circulation staff and student workers.	15
Responsible for all circulation duties one evening a week and one weekend day in four/five (includes opening and closing), and substitute or work out substitutions in case of absence of other circulation staff members.	15
Manage locker and carrel assignments. Send out expiration notices and encumbrances for overdues. Ensure that they are clean and in working order. Check in and make new books available for circulation. Responsible for the correct library hours signage for different times of the academic year. Maintain correct book arrangement in assigned area in the general stacks. Hold/recalls from internet form. Order videos from other institutions for faculty members. Supervise, assist, direct,	10

and train student workers. Other duties and special projects as assigned.	
---	--

This position description describes the general qualifications, duties and responsibilities of work being performed.