

JOB INFORMATION

Effective Date	10/26/2021
Job Code:	5424
Job Title:	Sr. Library Associate (Circulation)
Salary Grade/Structure:	130 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	40-Clerical and Secretarial
Job Function:	Library
Job Family:	Library
Job 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.

COMPETENCIES

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

QUALIFICATIONS

Education

Education Level	Education Details	Required/ Preferred	
Bachelor's Degree		Required	

Work Experience

Experience	Experience Details	Required/ Preferred	
Some	years library experience or equivalent combination of education and relevant work experience	Required	
Less than 3 yrs	experience with an automated library catalog or PC database in an academic library environment. Copier operations knowledge	Preferred	

Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Preferred	
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Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> Proficiency in MS Word, Excel, and PowerPoint. 	

JOB RESPONSIBILITIES

Campus Security Authority ☐

Remote Work Capable ☐

Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> Oversee, manage, and adjust the circulation unit workflow, including supervising and evaluating assigned circulation employees. 	40%
<ul style="list-style-type: none"> 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%
<ul style="list-style-type: none"> Coordinate procedural tasks, and with Access Services Librarian, write, amend, and participate in training and cross-training circulation staff in these procedures. 	10%
<ul style="list-style-type: none"> Coordinate and manage circulation-specific forms: designing, tracking, and ordering. 	5%
<ul style="list-style-type: none"> Participate in the hiring process for circulation staff and student workers. 	0%
<ul style="list-style-type: none"> 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%
<ul style="list-style-type: none"> Manage locker and carrel assignments. Send out expiration notices and encumbrances for overdues. Ensure that they are clean and in working order. 	5%
<ul style="list-style-type: none"> Check in and make new books available for circulation. Responsible for the correct library hours signage for different times of the academic year. 	0%
<ul style="list-style-type: none"> Maintain correct book arrangement in assigned area in the general stacks. Hold/recalls from internet form. 	5%
<ul style="list-style-type: none"> Order videos from other institutions for faculty members. Supervise, assist, direct, and train student workers. 	5%
<ul style="list-style-type: none"> Other duties and special projects as assigned. 	0%

PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

PHYSICAL DEMANDS/WORKING CONDITIONS

Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing						
Walking						
Sitting						
Lifting						
Carrying						
Pushing						
Pulling						
Climbing						
Balancing						
Stooping						
Kneeling						
Crouching						
Crawling						
Reaching						
Handling						
Grasping						
Feeling						
Talking						
Hearing						
Repetitive Motions						
Eye/Hand/Foot Coordination						

Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold					
Extreme heat					
Humid					
Wet					
Noise					
Hazards					
Temperature Change					
Atmospheric Conditions					
Vibration					

Travel Requirements

Estimated Amount	Brief Description