State College of Florida, Manatee-Sarasota
Job Description

Job Title: Library Supervisor, Acquisitions & Technical Services

Reports to: Director of Libraries
FLSA Status: Exempt
Level: 213
Position Class:

Job Summary:
This position provides oversight and management for the SCF Libraries Acquisitions & Technical Services Department. Responsibilities include supervision of department personnel, administration and development of policies and procedures, bibliographic control of library collection, leadership for library collection development. Serves as a member of the library management team.

NOTE: Job descriptions and essential functions are subject to change due to advances in technology, utilization of work force, and other factors which may impact the College’s need to modify position requirements.

Essential Duties and Responsibilities:
The following listing of essential job duties indicates the general nature and level of work required in this job. This is not designed to be a comprehensive listing of all the activities, duties, or responsibilities that may be required in this job. Individuals assigned to this job may be asked to perform other duties as required. To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential duties and responsibilities of the job. Applicants may be asked to demonstrate any or all of the following duties:

1. Supervises and manages the personnel and services of the Acquisitions & Technical Services Department, including the establishment of policies and procedures.

2. Develops and administers policies and procedures for the acquisition, organization, cataloging and bibliographic control of library materials.

3. Responsible for the overall bibliographic maintenance of the ILS and the libraries holdings in OCLC.

4. Keeps current on professional practices. Provides a vision for the Acquisitions and Technical Services Department. Adopts innovative methods and procedures in the area of acquisitions, collection development, and technical services.

5. Performs descriptive cataloging and coding of library materials in all formats in accordance with College accepted classification schemes and formats. Supervises copy cataloging.

6. Chairs the Library Collection Development Committee responsible for the selection and
withdrawal of all library materials.

7. Advises regional and state committees, which establishes policies and procedures for shared collections.

8. Utilizes ILS and the College database system to purchase books, periodicals, and audio-visual materials and monitor expenditures.

9. Participates in the planning, administration and evaluation of library policies, procedures and operations.

10. Advises the director in the formulation and administration of the College budget regarding collection development.

11. Works collaboratively with other members of the library to meet the goals and mission of the library.

12. Provides reference service to students, faculty and staff as needed.

13. Performs other related duties as assigned.

**Job Qualifications:**
The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- **Education/Experience:**
  Master’s degree in Library Science or equivalent, with at least three years experience working in an academic library.

- **Supervisory Experience:**
  At least two years of direct supervisory experience including responsibility for hiring, firing, performance management, training and coaching is required.

- **Language Ability:**
  Ability to read, analyze, and interpret scientific and technical journals, financial reports, and legal documents. Ability to respond to technical questions and/or complaints from College leadership, customers, regulatory agencies, or members of the community.

- **Math Ability:**
  Ability to calculate figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs. Ability to apply concepts of basic algebra and geometry.

- **Reasoning Ability:**
  Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.
• **Computer Skills:**
  To perform this job successfully, an individual should have basic knowledge of word processing, spreadsheet, internet, and database software. Within three months of hire must be able to use college e-mail, and other College required software.

• **Certificates and Licenses:**
  None required.

**Responsibility for People and Property:**
This position is responsible for the Acquisitions and Technical Services personnel.

**Responsibility for Communication:**

• **Internal Contacts:**
  This position has routine contact with students and all levels of SCF faculty and staff.

• **External Contacts:**
  This position has routine contact with vendors, the College Center for Library Automation staff and the Tampa Bay Library Consortium.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.

**Physical Demands:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to use manual dexterity. The employee is frequently required to sit and talk or hear. The employee is occasionally required to stand and walk. The employee must occasionally lift and/or move up to 10 pounds. Specific vision abilities required by this job include close vision, distance vision, color and ability to adjust focus.

**General Performance Standards and Expectations:**

In addition to satisfactory performance on all of the essential job duties and responsibilities for this job, all State College of Florida, Manatee-Sarasota employees must fulfill the following basic performance expectations:

1. **Mission and Goals:** Each State College of Florida, Manatee-Sarasota employee is expected to know the College’s mission and goals.
2. Customer Service: All State College of Florida, Manatee-Sarasota employees will strive to provide outstanding customer service to everyone they serve including students, the community, and fellow employees.

3. Grooming and Appearance: State College of Florida, Manatee-Sarasota employees are expected to maintain a neat and professional image at all times. When issued, College personnel must wear uniforms, and maintain a neat, clean, and well-groomed appearance.

4. Safety Awareness: State College of Florida, Manatee-Sarasota employees are expected to work diligently to maintain safe and healthful working conditions, and to adhere to proper operating practices and procedures designed to prevent injuries. Employees are required to wear personal protective equipment as provided.

5. Attendance Standards: State College of Florida, Manatee-Sarasota employees are expected to attend their work assignments and schedules at all times, in accordance with College Rules and Procedures.

6. Training: State College of Florida, Manatee-Sarasota employees are expected to attend College-provided training sessions and meetings when deemed necessary.

7. Continuous Improvement: State College of Florida, Manatee-Sarasota employees are expected to give attention to continuous assessment and improvement of the position’s assigned set of duties and responsibilities.

Approvals:

This job description has been reviewed and approved by the leaders whose signatures appear below.

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<tr>
<th>Title</th>
<th>Signature</th>
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<td>Preparing Manager</td>
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