Title: Circulation 3 – Stacks Manager
Pay Rate: Highly Specialized

General Description: Assists the Stacks Supervisor with day to day assignments, oversees students who shelve, shelf-read and shift throughout the tower.

Duties and Responsibilities:

1. Supervises students who are working throughout the tower
2. Gathers a number of statistics to show productivity, patron and material usage, and materials routed to other departments
3. Assists the stacks supervisor with special projects and assignments as they arise.
4. Assesses the condition of the floor to maintain a pleasant environment for patrons to use
5. Assists patrons with location of materials
6. Prepares materials to be routed to other departments

Required Qualifications:

1. Attentiveness to detail
2. Ability to work with and organize people and projects
3. Ability to meet a deadline
4. Ability to work with little to no supervision
5. Ability to work adverse hours, weekends and intersessions
6. Knowledge of library classification models such as library of congress and Sudoc
7. Ability to supervise others
8. Ability to make decisions if no staff member is present

Preferred Qualifications:

1. Previous library experience