DATE: October 24, 2006

TO: All Library Departments

FROM: Janet Parsch
Director for Organizational Development

SUBJECT: Position Vacancy (PSB 6382)

The following information is provided to all employees who may wish to apply for a position soon to be available in the library.

TITLE: Library Academic Technician I

HOURS: 7:30 A.M. - 4:30 P.M. Tuesday - Friday,
9:15 A.M. - 6:15 P.M. Saturday;
Hours vary during final exam, interim periods and during the summer. Must be able to rearrange schedule to meet required variations.

DEPARTMENT: Circulation

SALARY: $15,651

DATE AVAILABLE: Two weeks from posting with Human Resources

INTERVIEWS: Call Sherryl Robinson, Circulation Desk Supervisor, at 575-4103, Mullins Library 220C, to make an appointment for an interview.

MINIMUM QUALIFICATIONS: The formal education equivalent of a high school diploma.

PREFERRED QUALIFICATIONS: Good communication skills, the ability to use good judgment, and library experience. Human Resources will screen for applicants with library experience.

DESCRIPTION: Performs routine security checks of the building and facilitates contact with the University Police in the case of emergencies, patron complaints, and other situations. Monitors exit gate alarms to verify proper checkout of materials. Ensures that proper procedures are followed in securing the library at opening and closing. Enforces library regulations. Performs circulation desk functions, including cash handling and sorting and shelving returned materials. Distributes keys and maintains accurate records. Keeps hourly record of statistics of patrons who enter or exit the library. Must be able to work Tuesday through Saturday schedules. Reports to the Circulation Desk Supervisor.