Stacks Supervisor (Quality Control)

Department: Stacks, Robert W. Woodruff Library
Salary: Commensurate with qualifications and experience
Position Availability: Immediately

Job Description

Reporting to the Stacks Team leader, the Data and Quality Management Supervisor works with the Stacks Team to manage the circulation, density and placement of physical materials for the Woodruff Library. The position also coordinates patron request fulfillment, material transfers from the Woodruff Stack Tower collections, and assists with the daily routine of the Stacks Team.

Required:
- Thorough knowledge of Library of Congress or other classification systems. Ability to sort and order materials efficiently.
- Attention to detail, demonstrated capacity for carrying out tasks in an accurate and timely manner, and ability to check own work for accuracy.
- Evidence of analytical, organizational, communication, project, and time management skills and demonstrated ability to set priorities, meet deadlines, and complete tasks and projects on time and within budget and in accordance with task/project parameters.
- Ability to work independently and follow through on tasks with minimal direction.
- Ability to manage and prioritize tasks and perform effectively in a fast-paced environment with a fluctuating workload and frequent distractions and interruptions.
- Sound judgment and ability to analyze information and solve problems within the scope of his/her responsibilities.
- Strong customer service skills and commitment to proving service effectively in a diverse environment.
- Ability to initiate and maintain cooperative working relationships with co-workers, supervisors, and managers and with other libraries. Ability to work harmoniously and as a team player, thrive in a team-based environment, and skill in fostering teamwork among others.
- Commitment to fostering a diverse educational environment and workplace and an ability to work effectively with a diverse faculty and student population.
- Capacity to thrive in an ambiguous, future-oriented environment of a major research institution and to respond effectively to changing needs and priorities.
- Demonstrated proficiency and capabilities with personal computers and standard computer office applications such as Microsoft Outlook, Word, Excel, Access, PowerPoint or other productivity software and with the Web.
- Must be able to lift up to 30 pounds. Must be able to push heavy book trucks, move and unpack boxes.
- Experience and demonstrated skill in supervision, including hiring, orienting, training and development, organizing workloads, delegating responsibility, providing guidance and direction, monitoring and evaluating performance, coaching and counseling, and taking disciplinary action as necessary. Ability to be proactive, flexible, and collaborative as a supervisor in order to accomplish departmental, library, and institutional goals.

**University Job Description**

Performs complex user services operations (e.g. interacting with the university and external community to provide access to information, resources and materials) by using a specialized knowledge of electronic databases, microcomputer applications, complex reference tools, and/or foreign languages. Uses an expanding range of electronic resources (e.g. Internet, CD-Roms, online databases) to provide access to information. Provides research assistance; answers complex research requests, interprets library policies, handles specialized materials and resolves problems. Instructs users in the use of internal and external information resources. Creates bibliographic access to research materials (e.g. government documents, manuscripts, and other resources) using a specialized knowledge of national standards, electronic reference sources and complex reference tools. Provides physical access to materials, employing specialized techniques related to conservation, binding, reproduction and reformatting. May oversee borrowing and lending of library materials. May supervise or direct the work of staff/students. Performs related responsibilities as required.

**University Minimum Required Qualifications**

Bachelor's degree in a related field and three years of related experience, OR equivalent combination of experience, education, and training. Requires one or more of the following: computer skills, special skills or a proficiency in a foreign language.

**Application Procedures**

Interested candidates should review the applications requirements and apply online at [https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=630822_5043](https://sjobs.brassring.com/TGnewUI/Search/Home/Home?partnerid=25066&siteid=5043#jobDetails=630822_5043)

Review of applications will continue until position is successfully filled. Emory is an Equal Opportunity/Affirmative Action Employer that welcomes and encourages diversity and seeks applications and nominations from women and minorities.

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