AUBURN
Human Resources

Mgr, Library Facilities Operations & Circulation Services

JOB INFORMATION

Job Code	LB03
Job Description Title	Mgr, Library Facilities Operations & Circulation Services
Pay Grade	LM11
Range Minimum	$61,750
33rd %	$76,160
Range Midpoint	$83,360
67th %	$90,570
Range Maximum	$104,970
Exemption Status	Exempt
Organizational use restricted to the following divisions	152 Library
Approved Date:	3/1/2024 10:34:59 AM

JOB FAMILY AND FUNCTION

Job Family:	Libraries, Archives & Museums
Job Function:	Librarian

JOB SUMMARY

Reporting to the Dean of Libraries, this position manages the daily operations for Libraries' facilities including assigning work, managing vendors, monitoring building conditions, and verifying work orders. This position also manages the Circulation Department at the Libraries including assigning work to direct and indirect staff employees. Contributes to planning and implementation of the Libraries' goals and objectives. Responds to complaints and answer questions regarding facilities and circulation. Informs staff through routine meetings and open communication. Develops and oversees the schedules for the Facilities Operations and Circulation Department, particularly ensuring purchases and adherence to policy.

RESPONSIBILITIES

- Maintains the Ralph Brown Draughon (RBD) Library, Vet Med Library, and the Library of Architecture, Design, and Construction's physical space through hands-on supervision of both staff and student workers performing minor maintenance functions. Obtains and coordinates necessary assistance from other University departments/units or vendors.
- Manages RBD Library's and Mell Classroom's complex facility operations ensuring proactive and timely implementation of the Access Control Program and system lighting control schedule. Advocates, recommends, and oversees implementation and training of new programs and concepts relative to safety, compliance, and reporting requirements.
- Represents Library leadership by serving as the primary point of contact with internal and external constituents, including third-party vendors, communicating about work progress, answering potential questions, responding to issues in a timely manner, and ensuring construction, maintenance and/or repairs are completed to contract specifications. Purchases, collects, stores, and distributes supplies and equipment. Reviews, analyzes, and manages inventory across the library. Provides monthly reports to the Library Administration on the ongoing building projects, including future projects, estimated costs and project status.
- Ensures the efficient, timely, and proper operations and maintenance of the facilities and grounds, infrastructure, supplies and equipment, and custodial services. Develops and manages the maintenance plans, procedures, contracts, and activities of the Libraries. Regularly inspects all areas of the site for cleanliness, orderliness, safety, ease of passage, and aesthetic quality, identifying and resolving issues. Oversees, initiates, tracks, and verifies work orders to correct deficiencies and perform preventative maintenance tasks. Oversees, monitors, and manages building conditions, especially ensuring exacting temperature and humidity standards are monitored and maintained. Oversees overall performance and maintenance of the lighting, fire, security, HVAC, parking, pest control, landscaping, and custodial services. Identifies, develops, maintains, and analyzes metrics of systems and functions for reports and short- and long-term planning. Manages service contracts and regularly documents performance appraisals to ensure that vendors are meeting contractual requirements and adhering to policies and procedures.

RESPONSIBILITIES

- Coordinates with Access Control for building(s) access and key distribution and tracking of both while maintaining accurate records. Coordinates and ensures Americans with Disabilities Act (ADA) and accessibility compliance for the Library. Conducts staff, volunteer, and vendor training on basic roles and responsibilities, industry practices, safety, and evacuation procedures as outlined in the Emergency Action Plan (EAP) and RBD Library's operating polices.
- Ensures library operations are in alignment with Auburn University Risk Management and Campus Safety and Security. Assists in the management of the Library Safety and Security Programs. May coordinate all room arrangements as requested by customers and ensures those arrangements are in compliance with the Office of Safety and Environmental Health.
- Manages the Circulation Department and supervises staff members. Oversees the hiring and training of 50+ student workers while adhering to the allotted student budget.
- Manages over 3 million materials in RBD and 300 thousand at the off-site storage facilities. Evaluates shelving space and the inventory as materials are added. Oversees the operations of the campus delivery service. Responsible for all IDM in request for Library access which includes approving or denying requests for access to library databases and the Library card requests from the community and partner groups. Serves as Co-administrator to the D!bs Study Room Reservation System which averages 40,000 reservations per year. Oversees the Laptop Lending Program. Serves as the ALLA Poster Session Coordinator and as the Circulation Department's representative on the Voyager Program Committee.
- Works with Student Financial Services to ensure appropriate fines and fees are applied and that all Family Educational Rights and Privacy Act (FERPA) policies are followed by staff while accessing Banner records. Assists with Library Appeals and student financial issues.
- Serves as the coordinator for the Library during severe weather events, ensuring the Library is open and available as a severe weather location. Collaborates with Campus Safety & Security on logistics for building openings.

The responsibilities listed above show the typical duties for jobs in this classification. Actual tasks may differ depending on the department's needs. Other similar duties may be assigned with discretion of the supervisor. Not every duty will apply to every position, and the amount of time spent on each task can change based on department needs.

SUPERVISORY RESPONSIBILITIES

Supervisory Responsibility	Supervises others with full supervisory responsibility.

MINIMUM QUALIFICATIONS

To be eligible, an individual must meet all minimum requirements which are representative of the knowledge, skills, and abilities typically expected to be successful in the role. For education and experience, minimum requirements are listed on the top row below. If substitutions are available, they will be listed on subsequent rows and may only to be utilized when the candidate does not meet the minimum requirements.

MINIMUM EDUCATION & EXPERIENCE

Education Level	Focus of Education		Years of Experience	Focus of Experience	
Bachelor's Degree	Degree in any Discipline	and	5 years of	Experience in facilities operations for a large or complex building. Additional experience in library circulation desired.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of building systems, including HVAC (Heating, Ventilation, and Air Conditioning), lighting, plumbing, and electrical systems.	
Understanding of routine maintenance procedures and schedules for library facilities, including preventive maintenance and repairs.	
Familiarity with safety regulations and building codes to ensure compliance and the safety of library staff and patrons.	
Ability to assess space utilization and plan for efficient layouts to accommodate library services and activities.	
Experience in managing budgets for facility maintenance, including cost estimation, tracking expenses, and identifying cost-saving opportunities.	

MINIMUM KNOWLEDGE, SKILLS, & ABILITIES

Knowledge of emergency procedures, including evacuation plans, fire safety, and other protocols to ensure the safety of individuals in the library.	
Understanding of the integration of technology into building management systems, such as automated HVAC controls and security systems.	
Effective communication skills to interact with library staff, administrators, vendors, and external contractors.	
Ability to oversee and manage facility-related projects, including renovations, expansions, and equipment installations.	
Conducting regular inspections of library facilities to identify maintenance needs, safety concerns, and potential improvements.	
Leadership skills to manage a team of maintenance and custodial staff, ensuring a clean, safe, and well-maintained environment.	
Maintaining accurate records of facility maintenance, repairs, and equipment inventories.	
Understanding of library organization, including the classification system (Library of Congress Classification) and shelving arrangements.	
Ability to accurately handle and process library materials, ensuring that items are properly checked in and out, and that records are updated accordingly.	
Capability to maintain an organized and efficient circulation desk, handling multiple tasks simultaneously and prioritizing as needed.	
Familiarity with library policies and procedures, including loan periods, overdue fines, and any specific rules related to borrowing and returning materials.	
Understanding the importance of maintaining patron privacy and handling sensitive information in accordance with library policies and regulations.	
Collaboration with other library departments, such as acquisitions and cataloging, to ensure the smooth flow of materials through the library.	
Familiarity with the various services offered by the library, including interlibrary loan, reference services, and any special collections.	
Readiness to stay informed about new library technologies and trends to improve efficiency and service.	

MINIMUM LICENSES & CERTIFICATIONS

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/ Desired	
None Required.				

PHYSICAL DEMANDS & WORKING CONDITIONS

Physical Demands Category:	Healthcare & Safety

PHYSICAL DEMANDS

Physical Demand	Never	Rarely	Occasionally	Frequently	Constantly	Weight
Standing					X	
Walking					X	
Sitting		X				
Lifting				X		
Climbing			X			
Stooping/ Kneeling/ Crouching				X		
Reaching				X		
Talking					X	
Hearing					X	
Repetitive Motions					X	
Eye/Hand/Foot Coordination					X	

WORKING ENVIRONMENT

Working Condition	Never	Rarely	Occasionally	Frequently	Constantly
Extreme temperatures		X			
Hazards				X	
Wet and/or humid		X			
Noise					X
Chemical				X	
Dusts			X		
Poor ventilation		X			

Vision Requirements:

Ability to see information in print and/or electronically, should have depth perception and the ability to distinguish colors.