Georgia State University

Job Specification

Job Title: Stacks Supervisor | **Effective Date: April 1, 2007**
BCAT Code: 505X AA | **Revision Date: February 1, 2007**
Pay Grade: G09 | **FLSA Status: Non-Exempt**

General Description

Oversee all collection maintenance tasks. Supervises student assistants in the areas of shelving and filing library materials. Coordinates shifts of library collection. Claims missing/lost release from publishers. Monitor filing and shelving in Faculty Library and offices.

Examples of Duties

- Ensuring prompt and accurate updating of library materials by pocket parts and replacement volumes, and the appropriate handling of superseded materials, including materials in the Faculty Library and Faculty offices. Take daily newspaper to Faculty Library.
- Ensure the prompt and accurate updating of looseleaf materials. Includes Faculty Library and Faculty offices. Solves problems caused by misfiling and prepares transfer binders for binding.
- Hire, train, supervise, evaluate and terminate student assistant shelvers and filers. Includes maintaining schedules, quarterly checks on enrollment status, monitoring timesheets, determining work assignments, and communicating with students through meetings, memos, and performance evaluations.
- Oversee all other collection maintenance tasks, including shifting collection as needed, ensuring that row markets indicating all numbers are accurate, coordinating shelf reading projects for the staff, selecting books to be shelved in the new books area, ensuring that new books area is neat and in call number order, and performing weekly shelf checks of various parts of the collection to ensure that materials are shelved and updated properly.
- Perform other related duties as assigned

Knowledge, Skills and Abilities

- Ability to move heavy book trucks; shelving and shifting of library materials.
- Superior interpretive and problem-solving skills;
- Ability to pay close attention to detail
- Ability to exercise independent judgment within areas of responsibility.

Minimum GSU Hiring Standards

High school graduate: one year library experience and one year supervisory experience, or two years library experience; ability to type 35 wpm.

The above is a general description of duties performed by employees holding this job title and does not represent a complete list of duties that may be assigned to an employee.