

**Position:** Main Stacks Supervisor

Loyola Marymount University seeks an energetic, self-directed, and experienced individual for the position of Main Stacks Supervisor

Loyola Marymount, founded in 1911, is a comprehensive university in the mainstream of American Catholic higher education. Located on the west side of Los Angeles overlooking the Pacific Ocean, LMU is one of the nation's 28 Jesuit colleges and universities and five Marymount institutions. It serves 6,000 undergraduates and 2,200 graduate students in the Colleges/Schools of Liberal Arts, Science and Engineering, Business Administration, Communication and Fine Arts, Film and Television, Education, and Law. The William H. Hannon Library (<http://library.lmu.edu>) was opened in 2009 and serves as the intellectual and cultural hub of the university. Loyola Marymount seeks professionally outstanding applicants who value its mission and share its commitment to academic excellence, the education of the whole person, and the building of a just society. LMU is an equal opportunity institution actively working to promote an intercultural learning community.

Under the supervision of the Collections Management Manager, this position is responsible for processing materials in various library databases (e.g., Generation Fifth Applications (GFA), Sierra, Link+, ILLiad). This position is also responsible for training 40+ student employees in many different department processes. For GFA, this position reviews the "accession" and "sizing" stages processed by students, correcting errors, and is also responsible for the final "verification" stage. This position supports the retrieving and processing of basement materials for LMU patrons and for Document Delivery Services. This individual provides comprehensive document delivery services to LMU faculty, students and staff, and assists Circulation staff in answering patrons' questions. This employee is required to shelve and retrieve in high areas in the basement, must complete certification in operating the aerial lift, and must be able to lift up to 40 pounds of boxed materials. This position is required to work Saturdays and is expected to work some holidays. The library is committed to achieving inclusive excellence and ethnic and racial diversity among our staff.

**Responsibilities:**

High-density Storage 40%

- Requires full working knowledge of high-density storage database system in order to verify work processed by students workers and can act as a back-up for the Basement Supervisor in various tasks.
- Handles the "verification" stage for approximately 32,000 transferred materials in the high-density storage database system to be housed in the basement each year.
- Processes retrievals of library materials from all library collections.
- Trains and supervises students workers in online "accessioning" process and corrects any errors.
- Troubleshoots issues related to data maintenance as needed.
- Also skilled in the working knowledge of library systems (e.g., Sierra, LINK+, and ILLiad).

Supervision of Student Employees 40%

- Trains student workers in the re-shelving of all materials in main stacks (e.g., New Book, Children's, Popular Reading, Oversize, etc.) and in shelf-reading, shifting, and maintaining neatness of the shelved items.
- Trains student supervisors in printing retrievals for requests from main stacks, and basement high-density shelves.
- Trains student workers to locate and identify library materials; this is required knowledge in order to retrieve main stacks and basement materials for LMU users, LINK+, Camino, and ILLiad.

- Writes student worker performance reviews.

#### Department Responsibilities 20%

- Assigns student workers their daily tasks.
- Manages the department on Saturdays.
- Uses the aerial lift to retrieve materials in the basement.
- Updates or replaces call number signage using Adobe Illustrator.
- Acts as a back-up for the Document Delivery Supervisor. Receives and processes incoming Interlibrary Loan materials when needed. Supervises student workers in processing materials received from lending libraries, and notifies patrons.
- Handles troubleshooting. Refers emergency situations to appropriate personnel such as Public Safety, Facilities, supervisor, etc., and provides backup support if needed.
- Uses computer skills, specifically with library databases (e.g., Sierra, GFA, ILLiad, Link+), Excel, Microsoft Word, Adobe Illustrator, and Outlook, to provide information to faculty, staff, and students.
- Works some holidays.

Performs other duties as assigned by the Collections Management Manager.

#### **Qualifications:**

- Typically a Bachelor's Degree or equivalent experience. Incumbent will be expected to continue upgrading knowledge, skills, and abilities needed to keep abreast of regulation/policy changes
- Experience with library stack maintenance; academic library experience strongly preferred.
- Demonstrated knowledge in the areas of: academic library functions and standards; customer service standards; Library of Congress Classification System.
- Exemplary communication skills, both written and oral, as evidenced by effective exchange of work-area information with students, staff, faculty or external contacts to provide non-routine service and support.
- Highly developed organizational and leadership skills.
- Demonstrated computer competencies, including Microsoft Office productivity applications and Web browsers.
- Preferably knowledgeable about and experience with integrated library systems.

Deliberations on the pool of candidates will begin as resumes are received.

Applicants should submit the following materials:

1. Letter of application;
2. Curriculum vitae or resume;
3. List of three professional references (names, titles, addresses, and telephone numbers);

to: <https://jobs.lmu.edu>

Inquiries should be addressed to:

Rose Mendoza  
Collections Management Manager  
Loyola Marymount University  
One LMU Drive MS8200  
Los Angeles, CA 90045-2659  
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