Position Summary: The Stacks Supervisor manages access to the physical collection in the Mullen Library stacks; recommends for hire, trains, schedules, and closely supervises part-time staff; participates in the circulation, borrowing, lending, and reserves activities of Access Services; and collects statistical data on stacks activities. The Stacks Supervisor reports to the Head of Access Services.

Essential Responsibilities Include: Maintains the order of the collection in the stacks (General stacks, Main Reading Room, Periodical Stacks, and Folio Stacks) through the daily and timely return of all items to the shelves, shelving according to the Library of Congress classification system, and shelf reading. Maintains the physical condition of the collection by appropriate handling of items when shelving and proper placement on the shelves. Ensures easy access to the collection by updating range labels, signs, the stacks directory, and other navigational aids. Monitors the collection for areas of rapid growth and reduced space and for proper lighting, functional shelving, and a clean environment. Plans for the relocation of collections as necessary and implements stacks shifts. Regularly reviews policies and procedures for stacks maintenance and recommends revisions. Recommends for hire, trains, and closely supervises up to 100 hours of part-time stacks employees. Develops training programs for staff and monitoring completion. Ensures that training is successful and that policies and procedures are followed by all stacks employees. Opens and closes the stacks and the library on an as-needed basis with other full-time Access Services staff. Able to work a flexible schedule, including the occasional evening or weekend shift. Provides backup supervisory support for student workers at the circulation and security desks.

Minimum Qualifications: A Bachelor’s Degree with one (1) year of library or customer service experience and knowledge of library functions. Knowledge of the Library of Congress classification system. Skilled in using common computer applications (e.g., Microsoft Office, Google Docs, etc.) Supervisory skills and the ability to collaborate with and motivate staff. Effective communications skills to interface with faculty, students, staff and the public. The ability to search online library catalogs for bibliographic information. The ability to pay attention to details and work quickly and accurately under pressure. Great organizational skills to plan, organize and manage. The ability to accommodate a flexible work schedule seven (7) days a week.

Preferred Qualifications: Experience with library systems.

Ability to perform physical work requiring sitting or standing for extended periods of time, walking, kneeling, stooping, bending, reaching and lifting. Ability to frequently lift 25 lbs. or more.

How to apply: forward resume, cover letter and salary requirements (salary expectations are considered part of application process): CUARecruitment@cua.edu. Reference position 101639 in subject line of email. Applications close on 4/28/16.