Georgia State University

Job Specification

Job Title: Stacks Supervisor

BCAT Code: 09TX01
Pay Grade: G09
FLSA Status: Non-Exempt

Effective Date: April 1, 2007
Revision Date: July 1, 2013

General Description
Oversees all collection maintenance tasks. Supervises the student assistants in the areas of shelving and filing library materials.

Examples of Duties
- Coordinates the shifts of library collection.
- Claims the missing or lost release from publishers.
- Monitors the filing and shelving in the faculty library and offices.
- Ensures the prompt and accurate updating of library materials by pocket parts and replacement volumes, and the appropriate handling of superseded materials, such as materials in the faculty library and faculty offices.
- Takes daily newspaper to faculty library.
- Ensure the prompt and accurate updating of loose-leaf materials in the faculty library and Faculty offices.
- Solves problems caused by misfiling and prepares transfer binders for binding.
- Hires, trains, supervises, evaluates, and terminates student assistant shelvers and filers, such as maintaining schedules, quarterly checks on enrollment status, monitoring timesheets, determining work assignments, and communicating with students through meetings, memos, and performance evaluations.
- Oversees all other collection maintenance tasks, such as 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.
- Performs weekly shelf checks of various parts of the collection to ensure that the materials are shelved and updated properly.
- Performs other related duties as assigned.

Knowledge, Skills and Abilities
- Ability to move heavy book trucks.
- Ability to shelve and shift library materials.
- Ability to pay close attention to detail.
- Ability to exercise independent judgment within areas of responsibility.
- Ability to type 35 word per minute (wpm).

Minimum GSU Hiring Standards
High school diploma and one year of library experience and one year of supervisory experience; or two years of library experience.

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.

Office of Human Resources
Classification Section