



Position Title:	Equipment/Facilities Manager II		
Reports To:	Supervisor		
Department:	Library	Job Code:	4903
Prepared By/Date:	Aaron Sampson/07-06-2009	Job Group:	SNE
Approved By/Date:	Nancy Maxwell/07-06-2009	Salary Grade:	7
Revised:	Jennifer C. Brito/07-29-2009	FLSA Status:	Non-Exempt

Summary:

The primary responsibility of the Equipment/Facilities Manager II is to work closely with the professional staff by assisting at Circulation, Reference and service desk, while assisting students.

Essential Duties and Responsibilities:

- Shipping and receiving books, materials and equipment from outside company and other campuses to be processed for library use
- Inspect and make a record of books, material and equipment for libraries
- Invoice books into Aleph system and mail invoice to Accounts Payable for payment
- Stamp and security strip each book before cataloging
- Make records of all books that are shipped
- Receive books, material and equipment in the Odyssey system, using the same process as in acquisition
- Call central stores if equipment is over a certain amount to put a PC number on it
- Provide books, material and equipment to students and faculty
- Work with other departments on campus such as the Mail Room for picking up boxes of books or materials for libraries, Central stores to ship books to other campus
- Perform other related duties as assigned

Knowledge, Skills and Abilities:

- Knowledge of Microsoft Office software applications
- Knowledge of personal computers
- Strong organizational and public relations skills
- Multi-lingual skills preferred
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and produce manuals
- Ability to follow oral written instructions
- Ability to write routine and correspondence
- Ability to maintain effective interpersonal relations with student, faculty and administration
- Ability to work effectively in a multi-ethnic/cultural environment with students, faculty and staff

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to

successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand, walk, and reach with hands and arms.

The employee must occasionally lift and/or move up to 10 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- High School diploma or equivalent. Three (3) years experience in skilled clerical work; including or supplemented by college courses in business practices or any equivalent combination of experience and training.
- Must be able to work flexible schedule that may include evening and weekend assignments

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name