

Manager, Library Book Depository

University Title: Program Manager

Responsibilities: The Manager, Library Book Depository plays a key role in assuring long-term access to The Ohio State University Library's valuable and unique collections by ensuring that materials stored at the Library Book Depository Facility (housing over 2.8 million volumes) are maintained and available for current and future need. The manager performs a wide range of communication, coordination, and supervisory duties relating to the operation of the Facility. The manager oversees the ongoing daily operations of the Facility, executing collection service goals and objectives, and organizing staff and resources to ensure ongoing effective management of the facility. The manager reports to the Coordinator of Circulation Services and works in a team environment with faculty, staff and students responsible for the management of ongoing library-wide collection transfers, projects and services. Emphasis is placed on coordinating staffing, services and workflows between the Library Book Depository Facility and other units within the University Libraries. The manager serves as a liaison and collaborates, prepares budgets and manages projects relating to the statewide depository managers group(s) as well as OhioLINK for the statewide depository program. The Manager works collaboratively with other Library stakeholders in facilitating Library participation in several consortial collections initiatives. The manager works closely with the University Archives, both in terms of sharing the physical facility and on issues such as disaster planning and care of the physical materials housed therein.

Environment: The Library Book Depository Facility is located roughly 2 miles from the main campus and contains both the Libraries' high density storage facility and the University Archives. The high density storage facility stores library materials on high-bay shelving at heights up to 40 feet tall. The storage environment is maintained at optimal preservation set points for temperature and relative humidity. Materials are moved throughout the facility utilizing a combination of book trucks, dollies, pallet jacks and man lifts.

Select Qualifications:

- Progressively responsible management and supervisory experience relating to library collections, warehouse inventory management, facilities management, or related settings.
- Capability for large-scale collection management or inventory control.
- Demonstrated ability to manage projects, workflows, meets production targets and deadlines.
- Demonstrated problem-solving skills, written and oral communication skills, interpersonal skills.
- Ability to obtain and maintain certifications and training on high-level order picker operation for material handling within the facility.

The Ohio State University: Founded in 1870, the University is a world-class public research university and the leading comprehensive teaching and research institution in the state of Ohio. With more than 56,000 students enrolled at its main Columbus campus, 14 colleges and 175 majors, the university offers its students exceptional breadth and depth of opportunity in the liberal arts, the sciences and the professions. A national research powerhouse, the university ranks 13th among all universities in research expenditures and a remarkable second place when it comes to industry-sponsored research.

Benefits: The University offers competitive benefits in the form of 22 vacation, 15 sick, and 10 holidays, hospitalization, major medical, surgical-medical, dental, and vision. State and alternative retirement choices are also available. For a summary of benefits, see: <http://hr.osu.edu/hrpubs/ben/fs-bensummaryreg.pdf>.

Application: For more detailed position information, please visit <http://library.osu.edu/about/jobs/staff/>. Please apply online at <https://www.jobsatosu.com/hr> under university title Program Manager by July 29, 2012.

Contact: Greg Newman, Human Resources, 1858 Neil Avenue Mall, Columbus, OH 43210, 614-247-8887

To build a diverse workforce Ohio State encourages applications from individuals with disabilities, minorities, veterans, and women. EEO/AA employer.