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Associate Librarian

Jim S. Gray

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EDUCATIONAL BACKGROUND

<u>Institution</u>	<u>Major</u>	<u>Degree</u>	<u>Years</u>
University of South Florida	Management	MBA	1981 - 1983
Texas Tech University	Management	Course Work	1977 - 1980
North Texas State University	Library Science	MLS	1976 - 1977
Texas Tech University	History	BA	1967 - 1971

WORK EXPERIENCE

University of South Florida – Tampa, Florida

Director of Fiscal Services, February 1997 - present

- provide budget management, and financial analysis
- provide leadership on matters of significance regarding procurement, budgeting, and/or regulatory compliance, which in addition to State funds includes multiple grant funds, auxiliary, and foundation funding sources; serve on Library Management Group
- provide financial information through budget projections and financial forecasting
- provide data needed for grant preparation
- engage with USF Research for the setup of the grants awarded
- provide accounting of the grant expenditures.
- supervise, evaluate, and design new workflows with associated positions assigned
- coordinate all Library contracts and licenses including, but not limited to Operations, Library Resources, and software applications
- issue monthly reports providing an accounting of all expenditures and remaining funds

Business Manager & Building Supervisor & Systems, January 1993 - and

Acting Systems Manager, October 1995 - February 1997

- responsible for all aspects of the non-book budget (including funds from state, auxiliary, and development sources). Includes monitoring, purchasing, paying, transfers, etc. of a budget in the range of \$ 8 9 million yearly
- responsible for all aspects of personnel rate control in all three pay plans
- responsible for the physical maintenance of the Tampa Campus Library, interacting with the University Physical Plant, outside contractors, etc. in all aspects of the building upkeep and renovations. Responsible for all inventories of library equipment, keys, space, etc.
- complied and completed all statistical reports for the Library, including IPEDs, ACRL, and ASERL
- supervised and evaluate all staff assigned
- LAN Manager for UNIX Staff LAN and Novell CD-ROM LAN. planned and initiated the installation of new wiring for higher speed data networks.

Automation Coordinator Librarian, February 1987 - January 1993

- responsible for coordinating the automation of all library services to the NOTIS Automated Library System, especially the acquisition, circulation, and serial control modules among all 8 of the USF Libraries
- served as liaison between the Florida Center for Library Automation (FCLÄ) and all USF Libraries to facilitate communication and planning
- maintained an accurate inventory of all automation equipment
- acted as technical adviser to the USF Circulation Committee and coordinate the changes and enhancements to each library' s NOTIS circulation module
- oversaw the PC hardware and software at the Tampa Campus Library and assess current and future needs in these areas
- investigated, planned, and installed a PC Local Area Network (LAN) using A.T.&T. StarGroup Software running under the UNIX Operating System;
- provided security, backup, troubleshooting, installation of new equipment, train all users (75-90), and maintain 50 plus PC's on the LAN
- investigated, tested, and installed a CD-ROM Local Area Network to using Novell Operating System to better utilize available resources in workstations and CD-ROM products for both public and staff needs
- during the period 1988 1991, assumed the responsibility for all areas of requesting and purchasing for all equipment items over \$500

Circulation/ Reserve Librarian, September 1980 - February 1987

- responsible for circulation, reserve, library security, and book stacks; supervised 3 LTÄ 's and 7 other full time clerical staff, and indirectly supervised 7 other full time clerical staff and various hours of student workers in these sections of the library;
- worked closely with the USF Computer Center in operating the batch circulation system and all enhancements
- answered questions at the Reference Desk, and gave Outreach Lectures to library patrons
- library liaison for the Bachelor of Independent Studies student
- coordinated circulation and reserve activities with other library sections, campus organizations, branch libraries, and the public
- prepared circulation and reserve for the installation of the NOTIS
- automated Library System, including the coordination of USF Libraries and all of the policies and tables
- implemented the changeover in the batch circulation system from IBM 357 punch card system to IBM's 5230 Data Collection System

Texas Tech University

Circulation Librarian, April 1979 - August 1980

- supervised and trained 4 full staff and student assistants help for both circulation and book stacks
- coordinated circulation and stack activities with other library departments, campus organizations, and the public
- determined and defined circulation and stack policies and procedures
- performed reference service in the Reference Department
- prepared circulation for and installed CLSI Automated Circulation System and served as key operator after its installation.

Library Assistant IV (Assistant to Circulation Librarian), September 1977 - March 1979

- supervised and trained staff and student assistants; coordinated circulation activities
- assisted in library instruction to the public and followed established procedures and regulations
- performed reference service at the Information Desk and obtained relevant OCLC and ILL experience.

Graduate Student Assistant (Reference Department), July 1975 - May 1976

- performed reference service and student assistant maintenance duties
- maintained files and updates of reference sources

Student Assistant (Reader Service), September 1967 - May 1971

- participated in interdepartmental functions involving reference, circulation, and book stacks
- answered basic reference questions and provided library instruction to patrons while manning both reference and circulation desks

North Texas State University

Graduate Student Assistant (Library Science Library), June 1976 - August 1977

- responsible for managing Children's Literature Card Catalog and revisions
- answered basic reference questions while manning desk

United States Navy

Sailor - Quartermaster 2nd Class (E-5), June 1971 - June 1975

- responsible for updating ship's navigation charts and publications
- coordinated educational programs for ship's personnel on shore
- taught government, basic English, and remedial reading for G.E.D. candidates.
- received the American Spirit Honor Award

Other Education

Texas Teaching Certification - Secondary Level - History and Government
California Community College Teaching Certification