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EDUCATIONAL BACKGROUND

| <u>Institution</u> | <u>Major</u> | <u>Degree</u> | <u>Years</u> |
|------------------------------|-----------------|---------------|--------------|
| University of South Florida | Management | M.B.A. | 1981-83 |
| Texas Tech University | Management | Course Wk | 1977-80 |
| North Texas State University | Library Science | M.L.S. | 1976-77 |
| Texas Tech University | History | B.A. | 1967-71 |

WORK EXPERIENCE IN LIBRARIES

University of South Florida, Tampa, Florida

The University of South Florida is second in student enrollment of all 10 Florida state universities, providing a wide range of undergraduate, masters, and doctoral degrees. U.S.F. main campus is in Tampa with regional campuses in three other cities in Florida within a 120 mile radius. The Tampa Campus Library is the largest of 6 libraries at U.S.F. (1.75 million out of a total 2.33 million volumes) and is the research library of the university. The Tampa Campus Library has professional staff of 35, non-professional staff of 70. The State of Florida provides (with the Florida Center For Library Automation providing technical and monetary support) a centralized and totally integrated automated library system using the NOTIS software to all 9 state university libraries.

Director of Administrative Services and Central Services, June 2002 –

Director of Administrative Services and Acting Director of Tampa Library, July 2001 – June 2002

Director of Administrative Services, April 2001 – July 2001

Business Manager & Building Supervisor & Systems, Jan. 1993 – April 2001

Acting Systems Manager, Oct. 1995 - Feb. 1997

- Responsible for Administrative Services (Human Resources and Fiscal) and departments and units of Central Services (Acquisitions, Cataloging & Technology). Supervise 2 librarians, 2 A & P positions & 1 USPS staff.
- Responsible (while Acting Director of Tampa Library) for all Public Services departments (Reference, Access Services and Library Media Center). Supervise 3 librarians, 1 A & P and 1 USPS staff.
- 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 (faculty, USPS, and administrative and professional).
- Position also is responsible for the physical plant 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.
- Comply and complete all statistical reports for the Library, including IPEDs, ACRL, and ASERL.
- Supervise all System Department Staff (two USPS and two Graduate Assistants and various hours of OPS) in fulfillment of their duties.
- LAN Manager for UNIX Staff LAN and also Novell CD-ROM LAN.
- Advise Library Director on all aspects of decisions relating to System Department and System needs of the Tampa Campus Library.

- Planned and initiated the installation of new wiring for higher speed data networks.
- Responsible for various systems dept. duties, including mainframe user ID's, interacting with Florida Center for Library Automation in replacing of 3270 system with client-server technology and network infrastructure equipment, coordinating all U.S. F. Libraries with various aspects NOTIS/LUIS system, etc.

Automation Coordinator Librarian, Feb. 1987 - Jan. 1993

- Was 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 U.S.F. Libraries;
- Acted as liaison between the Florida Center For Library Automation (FCLA) and all U.S.F. Libraries to facilitate communication and planning;
- Maintained an accurate inventory of all automation equipment, especially equipment that belongs to FCLA;
- Worked closely with the U.S.F. Computer Center and the Northeast Regional Data Center in Gainesville (location of the NOTIS software and data base for the entire State University System) and their personnel to provide service or support to any and all libraries at U.S.F.;
- Acted as technical adviser to the U.S.F. 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;
- As LAN manager for the Tampa Campus Library's PC LAN, provide security, backup, trouble-shooting, 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 (due to shortage of administrative staff) the responsibility for all areas of requesting and purchasing for all equipment items over \$500, including being chair of the Equipment Committee that receives all equipment request and prioritize these request for final approval to purchase, contacting vendors, issuing purchase request, tracking of all monies, receiving and distributing of all items.

Circulation/Reserve Librarian, Sept. 1980 - Feb. 1987

- Was responsible for circulation, reserve, library security, and book stacks; directly supervise 3 LTA's and 7 other full time clerical staff, and indirectly supervise 7 other full time clerical staff and various hours of student workers in these sections of the library;
- Worked closely with the U.S.F. Computer Center in operating the batch circulation system and all enhancements to that system;
- Answered questions while manning the Reference Desk, and gave Outreach Lectures to library patrons as needed;
- As library liaison for the Bachelor of Independent Studies students, answered reference questions, mailed books as needed, and gave library instruction to these off-campus students (usually via mail or telephone);
- 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 U.S.F.'s 8 libraries and all of the policies and tables needed by all of them;
- Implemented the change over in the batch circulation system from IBM 357 punch card system to IBM's 5230 Data Collection System and any changes as needed.

Texas Tech University

Circulation Librarian, April 1979 - Aug. 1980

- Supervised and trained 4 full staff and various hours of 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), Sept. 1977 - March 1979

- Supervised and trained staff and student assistants; coordinated circulation activities;
- Related circulation policies and procedures to public needs and inquiries;
- Assisted in library instruction to the public;
- Provided interface with other departments within the library and on campus;
- Performed reference service at the Information Desk;
- Obtained relevant OCLC and ILL experience.

North Texas State University

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

- Was responsible for managing Children's Literature Card Catalog and revisions to it;
- Answered basic reference questions while manning desk;

Texas Tech University

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

- Performed reference service and student assistant maintenance duties;
- Maintained files and updates of reference sources;

Student Assistant (Reader Service), Sept. 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

WORK EXPERIENCE OUTSIDE LIBRARIES

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.

OTHER INFORMATION

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

- Received the American Spirit Honor Award in the Navy

SERVICE ON LIBRARY OR UNIVERSITY COMMITTEES

Project Director for Space Planning and Space Consultant Committee, Aug. 2000 -

This committee will be working with USF Facilities Planning and outside space consultant to evaluate current Tampa Campus Library usage and plan for future needs and possible expansion.

Market Equity Committee, Aug. 2000 -

Committee to develop formula for distributing special Market Equity/Enhancement money from Provost.

Virtual Library Statistics Committee, March 2000 -

Committee to develop web based format for all the USF Libraries to enter statistics for all reports.

Tampa Campus Library Steering Committee, Aug. 1989 - Aug. 1990

This committee was to help guide the Tampa Campus Library in planning for the next 5-10 years in every aspect of library service.

Library Administrative Group, April 1989 -

Includes all department heads and other librarians who act as an advisory group to the Tampa Campus Library Director.

Information Resource Management: Computing/Communication, Sept. 1991 - Sept. 1993

This committee is a university wide committee to give technical advice to the IRM Policy Committee and come up with other ideas and plans for computing and communications for the entire university.

Academic Computing Committee, Nov. 1991 - Sept. 1993

This committee is an advisory group of faculty (nominated by the Faculty Senate) to the University Provost on matters pertaining to allocation and utilization of academic computing financial resources, long and short range planning for computing resources to support the teaching and research functions of the University, and methods to encourage effective utilization of computing technology in these functions.

USPS/A&P Salary Enhancement Task Force, Oct. 1998 -

Task group of representatives from every area of Academic Affairs to develop criteria and methodology for implementing special University pay increases for the USPS and A&P pay plans.