Library Associate – Interlibrary Loan
Supervisor/Night Supervisor

Department: Abell Library Center
FLSA Status: Non-Exempt
Grade/Level: N/A
Work Schedule: Fall/JT/Spring: M-Th 3:30pm-midnight, F 9:30am-6pm; Summer: M-F: 8:30am-5:00pm; hours vary when classes not in session; 12 month.

Job Status: 1.0 FTE
Reports To: College Librarian
Amount of Travel Required: No travel required
Positions Supervised: Students: ILL & Circ

POSITION SUMMARY:
Coordinates and oversees interlibrary loan (ILL) operations for borrowing and lending services and supervises ILL student workers. Is the primary back-up for the Circulation Supervisor.

ESSENTIAL FUNCTIONS (Duties and Responsibilities):

Reasonable Accommodations Statement
Reasonable Accommodations may be made to enable qualified individuals with physical or mental disabilities that substantially limit one or more “major life activities” to perform the essential functions. Essential functions exclude Other Job Function Statement(s).

Essential Functions Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

Oversees daily operations of the Interlibrary Loan Department:
• Coordinates Interlibrary Loan Operations
  1. Processes borrowing requests from AC faculty, staff and students.
  2. Oversees work on lending requests from other libraries.
• Supervises student workers by the following:
  1. Schedules student workers so that the ILL department is adequately staffed.
  2. Trains student workers and maintain up-to-date and accurate procedure manuals.
  3. Evaluates student performance by informing student workers of expectations and providing feedback.
• Coordinates the Circulation Desk/Reserves activities with the Circulation Supervisor.

Other Job Function Statement(s) To fully meet job expectations, the incumbent must perform each function in a fully acceptable manner.

• Other duties as assigned within the scope and nature of the position

POSITION QUALIFICATIONS: (The minimum knowledge, skills, abilities, licenses, certifications, and behaviors necessary to perform the essential functions of the job at a fully acceptable level.)
**KNOWLEDGE** (Defines the mental aspects of the job. Knowledge is obtained through education, experience, training, licensure, certification, or through a combination of the aforementioned.)

**Minimum:** High School Graduate or General Education Degree (GED); some supervisory experience with young adults.

**LICENSE or CERTIFICATION** (To include, but not limited to: State requirements, e.g., counselor or nurse; professional certification in a specified discipline, e.g., Certified Public Accountant.) (N/A)

**SKILLS** (The application of knowledge by the manual, verbal, or mental manipulation of data, words, people, or things necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must:
- utilize Microsoft Office (Word, Excel, Outlook, PowerPoint) or appropriate alternative software to the extent required to effectively perform the essential functions;
- communicate effectively using a variety of styles and techniques appropriate to inform or persuade the intended audience.

**ABILITIES** (Natural talents, developed proficiencies, and or other job-related requirements. This section includes observable behaviors or behaviors that produce observable results necessary to fully meet job expectations of the essential functions.)

To fully meet job expectations, the incumbent must have the ability to:
- work independently with little supervision;
- balance multiple projects and unstructured tasks within deadlines;
- analyze and solve basic problems;
- work under pressure while maintaining a professional demeanor;
- work with all levels of employees and or third parties in a collegial and effective manner;
- maintain confidentiality regarding sensitive matters;
- model high standards of honesty, integrity, trust, and ethical behavior;
- maintain regular and consistent attendance;
- use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects.

**BEHAVIORS** (Required by the institution of all employees within a classification (exempt, nonexempt, managerial/supervisory) necessary to fully meet job expectations of the essential functions and are formally reviewed during the annual performance evaluation process.)

To fully meet job expectations, the incumbent must demonstrate the following:
- **Productivity** - Completes all assignments on a timely basis.
- **Accuracy** - Ability to perform work accurately and thoroughly.
- **Teamwork** - Willingness and ability to work with others.
- **Service Orientation** - Exhibits a 'customer friendly' demeanor with internal and external customers.
- **Attendance** - Misses few days of work.
- **Punctuality** - Arrives on time.

**PHYSICAL REQUIREMENTS:** The following represent the physical requirements of the essential job functions: Physical activities required are finger dexterity necessary to operate equipment used in the position, talking, seeing and hearing. Walking, sitting, bending/stooping, pushing/pulling and minimal unassisted lifting (up to 50 pounds) associated with the job duties is required.
**WORK ENVIRONMENT:** Typical environment is a library setting with occasional light to moderate noise.

**Disclaimer:** The College has reviewed this job description to ensure that essential functions and basic duties have been included. It is intended to provide guidelines for job expectations and the employee's ability to perform the position described. *It is not intended to be construed as an exhaustive list of all functions, responsibilities, skills and abilities.* Additional functions and requirements may be assigned by supervisors as deemed appropriate. This document does not represent a contract of employment, and the College reserves the right to change this job description and/or assign tasks for the employee to perform, as the College may deem appropriate.

Employee Signature: ___________________________ Date: ________________

Supervisor Signature: ___________________________ Date: ________________

Executive Signature: ___________________________ Date: ________________