Library Associate - Circulation Supervisor

**Department:** Abell Library

**FLSA Status:** Non-Exempt

**Grade/Level:** N/A

**Work Schedule:** M-F; 7:30 a.m. - 4:00 p.m.; 12 month; Some weekends as needed.

**Job Status:** 1.0 FTE

**Reports To:** Director

**Amount of Travel Required:** None

**Positions Supervised:** Student Workers

**POSITION SUMMARY:**

The Circulation Supervisor implements library policy pertaining to the circulation of materials and plans and coordinates affiliated operations - organizes workflow, provides training, writes procedures, and evaluates student work; ensures prompt, courteous, and efficient service to faculty, students, and other patrons; oversees collection and distribution of money paid for fines and bills, provides inventory control for library materials; and oversees processing for reserve materials.

**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.

- Performs opening procedures for library Monday through Friday.
- Coordinates with the ILL/Night Supervisor and the Weekend Supervisor
  - hires, trains, and evaluates the student workers in the Circulation/Reserves area and coordinates schedules with the other members of the Circulation/Reserves department
  - maintains up-to-date and accurate procedure manuals.
  - organizes and prioritizes ongoing projects for student workers
- Supervises desk and stack maintenance operations and conducts on-going inventory and subsequent library catalog cleanup, in conjunction with the Technical Services department.
- Performs routine maintenance of copy machines provided for public use, to include clearing paper jams, refilling paper trays, replacing toner and ink cartridges, and assisting users as needed.
- Acts as first contact for borrower inquiries and complaints.
- Coordinates and provides remittance for routine fines and billing for overdue materials and lost or damaged books and oversees collection of money for circulation change, overdue and lost book fines.
- Ensure that adequate amount of money and various coins and bills are available for making change at the circulation desk.
- Processes notification forms for Lost, Damaged, and Missing Books.
- Processes applications for borrowing privileges submitted by BARR cardholders and, when necessary, conduct background check on new applicants.
• Communicates information concerning any changes in staffing, scheduling, policy, or procedures affecting student workers, circulation projects, and any other circulation activities with the ILL/Night Supervisor, the Weekend Supervisor and this position's supervisor.

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

• Oversees and or processes reserve materials.
• Train select students in the procedures of opening the library should it be required.
• Other duties as assigned

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. Some experience with an integrated library system or other complex inventory system

Desired: One year of college at an accredited institution.

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) or appropriate alternative software to the extent required to effectively perform the essential functions;

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:
• pay attention to details;
• work under limited supervision;
• analyze and solve basic problems;
• acquire, apply, and/or maintain knowledge of job-related technology and college/departmental policies and procedures through personal research, on the job experience, and/or training;
• develop, demonstrate, and maintain good working relationships with internal and external parties;
• use cognitive skills to: solve problems, develop, plan and implement goals, organize work or assigned projects;
• maintain regular and consistent attendance;
• maintain confidentiality regarding sensitive matters; and
• model high standards of honesty, integrity, trust, and ethical behavior.
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 following must be demonstrated:

- 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 20 pounds) associated with the job duties is required.

WORK ENVIRONMENT: Typical environment is library setting with low 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: ______________