



Library Assistant – Circulation (Weekend Supervisor)

Department: Abell Library Center

FLSA Status: Non-Exempt

Grade/Level: N/A

Work Schedule: Saturday: 11 am – 5 pm;
Sunday: 3 pm – midnight; (Fall/Spring Semesters); 1
weekday as needed between 8am-6pm; Jan Term
hours differ; 9 month; Up to 20 hours a week

Job Status: 0.5 FTE

Reports To: Coordinator of Access Services

Amount of Travel Required: None

Positions Supervised: Student Workers

POSITION SUMMARY:

Oversees the implementation of library policy pertaining to the circulation of materials and the operations of circulation and interlibrary loan during the weekend hours, student workflow and training, and collection and distribution of money paid for fines and bills.

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.

- Provides supervision to student employees in accordance with the College’s policies and applicable laws by:
 - Directing work training; appraising performance;
 - Addressing complaints and resolving problems;
 - Verifying, approving and processing student time sheets
 - Coordinating any changes in staffing, scheduling policy or procedures with Daytime Circulation Supervisor, Evening Supervisor, and / or the positions supervisor
- Provides a daily narrative of activity in library to the Daytime Circulation Supervisor and the Library Director that is based upon at least four walk-throughs per day.
- Oversees routine maintenance of copy machine for public use
- Oversees routine maintenance of printers, or comparable devices used by students or faculty
- Responds to routine borrower inquiries and complaints
- Processes applications for borrowing privileges
- Oversees the collection of money for circulation change, overdue and lost book fines.
- Ensures adequate amounts of money is available for making change at the circulation desk.

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

- Processes fine payment and billing for overdue materials and lost or damaged books.
- Processes routine forms for lost, damaged and missing books
- Participates in the interlibrary loans service and coordinates with the Interlibrary Loan supervisor
- 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 diploma or equivalent and one year of college.

Desired: At least one year of supervisory experience.

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;
- 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:

- pay attention to details;
- analyze and solve basic problems;
- maintain regular and consistent attendance;
- accept change and considerable variety in the workplace;
- maintain confidentiality regarding sensitive matters;
- work with or deal effectively with all levels of employees and other constituents of the college;
- work under pressure while maintaining a professional demeanor;
- follow instructions and/or guidelines;
- organize daily work or assigned projects;
- 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 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: _____