Saint Michael's College
Job Description

Job Title: Senior Circulation Specialist/Daytime Supervisor

Department: Library and Information Services

Supervisor or Manager: Mark McAteer, Associate Director for Circulation Services

Date Created: 07/24/06 Last Revised: 12/6/2011 FLSA Status: E

It is the mission of Saint Michael’s College to contribute through higher education to the enhancement of the human person and to the advancement of human culture in the light of the Catholic faith.

Major Objectives:
• Provide support in the efficient use of library services to campus community.
• Provide user support in all areas of the library, including circulation, information retrieval, and technology.
• Process reserve materials in a timely manner to support the curriculum.
• Maintain library standards and policies.

Essential Duties and Responsibilities:
• Manages all library circulation operations during daytime hours (generally 7:15 am–3:15 pm Monday-Friday during the academic year.)
• Assists students, staff and faculty in finding and obtaining library materials essential to their work
• Processes course reserves, including record creation and identification of materials in electronic format
• Order materials requested for reserve not currently owned by the library
• Communicates with faculty concerning reserve requests as necessary
• Reviews submitted materials for compliance with College copyright policy
• Provides user support to students, faculty and staff in their use of computers, Microsoft Office software, printers, copiers, faxes, scanners, or other equipment in the library
• Performs basic maintenance on hardware including computers, printer/copier/scanners, and media viewing equipment
• Order paper and toner for printers and submit work orders when necessary
• Refers students, faculty and staff to other sources of user support such as Information Technology or a Reference Librarian
• Participates in the training and supervision of student staff and conducts evaluations, warnings and terminations if required
• Trains and supervises student staff to ensure that materials are circulated and shelved accurately to maximize ease and access for patrons
• Assigns tasks and supervises the work of student staff
• Provides some ready reference services, as needed
• Develops and maintains documentation, as appropriate
• Coordinates with Cataloging to ensure prompt shelving of newly acquired library materials
• Maintains appropriate communication with other library staff and departments
• Works cooperatively with other Circulation staff to ensure coverage for a varying schedule
• Participates in staff meetings and various collaborative teams, as assigned
• Attends training programs and other professional development activities as appropriate and/or required
• Conducts searches for missing books
• Monitors building and safety conditions and responds to emergency situations
Secondary Responsibilities:
• Assists in the development and maintenance of Browsing, New Books and Audiobook collections
• Edits catalog records to reflect status of library materials (e.g. damaged items that have been relocated to Cataloging department for rebinding or mending, etc.)
• Coordinates with Interlibrary Loan to assist staff with prompt processing of loan requests
• Maintains a balanced cashbox
• Obtains class lists from the Registrar’s office and edits patron records to identify specific borrowing privileges for journalism equipment and psychological test kits
• Communicates with Media Studies department about keeping borrowing terms current for students and equipment care

Positions Supervised:
• Circulation Student Assistants – (35-45 students during academic year)
• Student worker for reserve processing (1)
• Coordinates other library staff members who contribute to circulation desk coverage as needed

Major Contacts:
• Associate Director for Circulation Services
• Library Director
• Senior Circulation Specialists (2)
• Weekend Circulation Specialists (2 Part-time)
• Faculty
• Reference and Instruction Librarians (multiple positions)
• Senior Bibliographic Services Specialist – Cataloging
• Associate Director for Collection Services
• Instruction Librarian/Head of Interlibrary Loan (ILL)
• Executive Assistant to the Library Director
• Library student workers (35-45 during the academic year)
• Campus Community (Students, faculty, staff)

Demonstrates Excellence:
• Faculty, staff, and students are supported with prompt, courteous service. Library standards and policies of service are maintained, though flexibility is employed when appropriate. Support is provided in all areas of information services, including circulation activities and technological resources, and others as needed. Communication between staff, departments, and patrons is maintained with dignity and respect, resulting in a positive work environment. Student assistants are hired and trained thoroughly, scheduled in way that is mutually beneficial to both the library and the student. They are supervised with respect and assessed on a regular basis. At all times, the library is staffed with friendly, knowledgeable students and staff who provide excellent customer service to patrons.

Education and Work Experience:
• Bachelor’s degree or equivalent combination of education and experience
• Experience with online information systems is required and knowledge of computer networks is highly desirable
• Library, supervisory and/or teaching experience a plus

Analytic Skills:
• The ability to recognize several likely causes of events, analyze relationships among several parts of a problem or situation, and then formulate a multi-step response is required

Language and Literacy Skills:
• Reads and interprets documents such as operating instructions, procedure manuals, and College policies to guide own behavior. May need to spend substantial time on the telephone or in meetings to gather necessary information and plan projects. May need to respond to questions and solve problems for people using communications skills. Has the demonstrated ability to prepare or revise written reports or other documents.
Computer/Technology Skills:

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Licenses, Certifications and Other Requirements:

- None required

Physical Demands:

Work is often performed in a typical office environment requiring:

- Sitting in a normal seated position for extended periods of time
- Reaching by extending hand(s) or arm(s) in any direction
- Dexterity sufficient to manipulate objects with fingers, for example operating a computer keyboard
- Communication skills using the spoken word
- Vision sufficient to see within normal parameters
- Hearing sufficient to hear within normal range
- Ability to lift up to 50 pounds

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with a disability to perform the essential functions.

Additional Requirements for the Job:

- Being willing and able to work any time the library is open—morning, afternoons, nights and weekends—in the event that another supervisor is unavailable.

The above job description in no way states or implies that these duties are the only duties performed by this employee. The incumbent is expected to perform other related duties necessary for the effective operation of the College.