Major Objectives of the Position:
• Support in the efficient use of library services to campus community is provided.
• User support in all areas of the library, including circulation, information retrieval, and technology is provided.
• Library standards and policies are maintained.

Essential Duties and Responsibilities:
• Manages all library circulation operations during evening hours (generally 5:00 pm–1:00 am Sunday-Thursday during the academic year.)
• Overall responsibility for operation of facility, including emergency response, during evening hours.
• Ensures that the library is staffed and opened/closed appropriately on evenings and weekends (including emergencies).
• Hires and schedules student assistants, manages their online time entry, and participates with other staff in their training, supervision and assessment.
• Provides ready reference service as needed.
• Oversees the order and distribution of physical volumes including shelf-reading to check for accuracy of shelving.
• Oversees the marking of ranges to reflect redistribution of volumes.
• Maintains communication between library staff and other departments appropriately.
• Documentation is developed and maintained.
• Collects and compiles use statistics as needed.
• Participates in staff meetings and various collaborative teams, as needed.
• Participates in service training programs and other professional development activities as appropriate and/or required.
• Assists other departments of the library as needed and/or required.
• Makes sure that Physical Plant and IT are informed about necessary repairs, maintenance, and projects.

Secondary Responsibilities:
• Contribute to and/or lead temporary or permanent committees assembled to deal with specific aspects of library operation.

Positions Supervised:
• Student Assistants – (35-45 students during academic year)
Demonstrates Excellence in this Position:
• 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 a 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 Required:
• Bachelor’s degree or equivalent combination of education and experience.

Analytic Skills Required:
• 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 Required:
• 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 Required:

<table>
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<th>Working Knowledge</th>
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<th>Highly Proficient</th>
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<td>Microsoft Word</td>
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<td>Adobe Acrobat</td>
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<td>Internet Research</td>
<td>None</td>
<td>Working Knowledge</td>
<td>Intermediate</td>
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</table>

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
Saint Michael’s College
Job Description
Job Title: Senior Circulation Specialist/Evening Supervisor

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—mornings, 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.