Saint Michael's College
Job Description

Job Title: Circulation Weekend Supervisor

Department: Library and Information Services

Supervisor or Manager: Senior Circulation Specialist

Date Created: 7/24/06  Last Revised: 6/25/13  FLSA Status: NE

Our Mission: 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:
- Student, staff, and faculty patrons are provided with library access and services
- Library building is opened/closed daily at appointed times
- Facility is supervised and operated properly at all times, with current emergency response protocol in place
- All circulation desk operations, including the automated circulation functions, are running smoothly
- Back-up methods are securely in place to keep library services operational when automated circulation or searching functions are not working
- Work study staff are trained and supervised to use automated circulation and searching functions, and well educated on library policies and procedures
- Computers, printer/copiers and other essential hardware are fully operational; appropriate personnel are notified when hardware is in need of maintenance or repair
- Media viewing equipment is operational and all users have technical support in classrooms and viewing rooms
- Basic maintenance on equipment including printer/copiers and computers is performed as needed

Essential Duties and Responsibilities:
- Assists students, staff and faculty in finding and obtaining library materials essential to their work
- Provides user support to students, faculty and staff in their use of computers, Microsoft Office software, printer/copiers, or other equipment in the library
- 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 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, as needed
- Monitors building and safety conditions and responds to emergency situations
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Secondary Responsibilities:
• Assists in the maintenance of Browsing and New Books collections, as well as periodical “best seller” lists for Browsing Collection and Children's Collection
• 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 Program to assist staff with prompt processing of loan requests
• Collaborates with ALD to generate library accounts and maintain these ALD student accounts
• 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 Journalism department about keeping borrowing terms current for students and equipment care

Positions Supervised:
• Student circulation staff (30-40)

Major Contacts:
• Instructors
• Associate professors
• Assistant professors
• Professors
• Lecturers
• Information Technology support staff
• Security Officers
• All library staff
• Undergraduate and graduate students
• All staff in their context as library patrons
• Photocopier and printer repair technicians
• Physical Plant staff
• Campus visitors

Demonstrates Excellence:
• Trains, motivates and supervises student staff to ensure that each library patron requiring circulation or directional services receives prompt, polite, and accurate information and the highest level of customer service possible
• Communicates extremely well with Senior Circulation Specialist and student staff, assisting them as needed, to provide prompt reserve material processing so students have timely and easy access to materials necessary for course work
• Employs highly effective communication skills with faculty, staff, student, and public patrons to provide routine service as well as technical support, even under the most stressful circumstances

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
• Must have a true service orientation, and an ability to work in a collegial, team-oriented atmosphere

Analytic Skills:
• Some analysis of cause-and-effect problems based on a standard approach learned through training, established policy, or the use of established procedures.

Language and Literacy Skills:
• Reads and interprets a wide range of information. May interpret documents to others. Regularly writes reports and correspondence. Able to shift writing style as needed for different audiences. Regularly explains policies, listens to questions, responds, and problem solves. Speaks to individuals and small groups effectively.
Computer/Technology Skills:

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<tr>
<td>Microsoft Word</td>
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<td>Internet Research</td>
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Other: Voyager Circulation (intermediate)

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
- No or very limited physical effort
- No or very limited exposure to physical risk

While performing the duties of Access and Instructional Services Specialist for Circulation and Technical Support the employee is occasionally required to lift and/or move 10-25 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:

- Flexibility with work schedule is required to provide coverage for all hours the library is open, including evening and weekend hours

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.