

Saint Michael's College
Job Description

Job Title: Circulation Services Specialist - Weekend Supervisor

Department: Library and Information Services

Supervisor or Manager: Associate Director for Circulation Services

Date Created: 07/24/2006

Last Revised: 07/18/2025

Hourly Rate: \$19.00-\$20.00 per hour

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 (typically every other weekend during the academic year)
- Facility is always supervised and operated properly, with current emergency response protocol in place
- All circulation desk operations run smoothly
- Back-up methods are in place to keep library services operational when online circulation or searching functions are not working
- Student employees are trained to use online circulation and searching functions and familiar with library policies and procedures
- Computers, printer/copiers, and other essential hardware are fully operational; basic maintenance on equipment including printer/copiers and computers is performed as needed; appropriate personnel are notified when hardware is in need of maintenance or repair

Essential Duties and Responsibilities:

- Assists students, faculty, and staff in finding and obtaining library materials
- Provides user support to students, faculty, and staff in their use of computers, Microsoft Office software, printer/copiers, wireless network, and other equipment in the library
- Refers students, faculty, and staff to other sources of user support such as Academic Enrichment, Information Technology, Writing Center, or a Research & Instruction 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
- Sees the value of cultural, ethnic, gender, and other individual differences in people. Helps to create an environment of learning about, valuing, encouraging, and supporting differences

Secondary Responsibilities:

- Assists in the maintenance of Browsing and New Books collections
- Edits catalog records to reflect status of library materials (e.g., damaged items that have been relocated to Cataloging for rebinding or mending, etc.)

Positions Supervised:

- Student circulation staff (30-40)

Major Contacts:

- Undergraduate, and graduate students
- Faculty and staff
- Campus visitors
- Library staff
- Information Technology staff
- Public Safety Officers
- Facilities staff

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 Circulation colleagues 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 preferred
- Library, bookstore, supervisory and/or teaching experience is preferred
- 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:

- Familiarity with Microsoft Office products
- Voyager Integrated Library System modules (Circulation and Cataloging)

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 Circulation Weekend Supervisor, 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 occasional evening and weekday 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.