

Saint Michael's College Job Description

Job Title: Senior Circulation Specialist – Evening Supervisor

Department: Library and Information Services

Supervisor or Manager: Associate Director for Circulation Services

Date Created: 06/29/2011

Last Revised: 03/26/2024

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:

- 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
- Maintain library standards and policies

Essential Duties and Responsibilities:

- Manages all library circulation operations during evening hours (generally 4:00 pm–12:00 am Sunday–Thursday during the academic year)
- Overall responsibility for operation of facility, including emergency response, during evening hours
- Coordinates and organizes the course reserve materials collection
- Ensures that the library is staffed and opened/closed appropriately during evenings (including emergencies)
- Trains and supervises student staff to ensure that patron questions are answered and materials are circulated and shelved accurately
- In collaboration with library staff, actively participates in planning and implementing student engagement activities
- Assists with cataloging of materials for rush patron requests, the main collection, and Browsing/New Books
- Provides ready reference service as needed
- Processes and maintains the print periodicals collection
- Oversees the order and distribution of physical volumes, including shelf-reading, to check for accuracy of shelving
- Participates and helps plan library exhibits
- 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 Facilities and IT are informed about necessary repairs, maintenance, and projects
- 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:

- Contributes to and/or leads temporary or permanent committees assembled to deal with specific aspects of library operation
- Other duties as required

Positions Supervised:

- Circulation Student Assistants – (30-40 students during academic year)

Major Contacts:

- Associate Director for Circulation Services
- Weekend Circulation Specialists (2 Part-time)
- Library Director
- Other library staff
- Library student workers
- Campus Community (Students, faculty and staff)

Demonstrates Excellence:

- Supports faculty, staff, and students with prompt, courteous services
- Maintains library standards and policies of service, employing flexibility when appropriate
- Provides support in all areas of information services, including circulation activities, technological resources, and others as needed
- Maintains communication between staff, departments, and patrons with dignity and respect, resulting in a positive work environment
- Thoroughly trains student employees, scheduling in a way that is mutually beneficial to both the library and the student.
- Supervises employees with respect, assessing them on a regular basis
- At all times, staffs the library 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

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:

- Familiarity with Microsoft Office and Adobe products
- Highly proficient with internet-based research

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

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CC: FCON

While performing the duties of Senior Circulation Specialist – Evening Supervisor the employee must occasionally lift and/or move 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:

- Flexibility in scheduling to work daytime hours during summer and breaks in the academic year
- Be 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.