

BH 6 Oct 2021

Position:        **Access Services Evening and Weekend Supervisor  
Library and Information Resource Services (LIRS)**

Summary Description: Under the direction of the Library Director and Access Services Day Supervisor, works as a team member to provide paraprofessional support for all public services. Primary duties include the maintenance of circulation desk and reserve services, stack maintenance, and supervision of student workers. Additional responsibilities include participation in the development and revision of policies, procedures, and training materials for public services; and assisting in collection development projects.

Description of Duties and Responsibilities:

*Essential Functions*

1. Provides direction, guidance, and basic assistance with the broad range of Library services, resources, and equipment. Makes referrals as necessary.
2. Facilitates safety and security of Library building occupants. Maintains order in circulation, reference and other public areas within the library. Enforces Library policies and procedures, and other Spring Hill College directives.
3. Performs and manages circulation functions including: checking materials in and out, managing borrower records, privileges, etc.
4. Handles multi-line phone system; responds immediately to online requests for assistance via LibAnswers online support; receives and logs payments for fines and fees; compiles and reports statistics as directed.
5. Supervises and trains Library student workers. When IT Helpdesk Manager is unavailable, assists with student technology assistants.
6. Provides library reserve services (including circulation activities related to checkout and return of reserve items); organizes and processes materials designated for reserve by faculty; guides and assists faculty in placing materials on reserve.
7. Supervises and maintains Library stacks and shelving. Collects statistics on in-house use of Library materials. Reshelves books and other items in proper call number order. Participates in all aspects of stack maintenance including oversight of student reshelving and shelf-reading. Supports collection development and maintenance projects as needed.
8. Requires the lifting of materials in any area of the library, which may contain shelving as high as 90 inches.

### *Marginal Functions*

1. Helps to resolve inter-departmental issues affecting circulation.
2. Provides back-up coverage, as needed, of other service desks
3. Oversees facility room reservations.
4. Performs some clerical or secretarial duties, as needed.

Required Knowledge, Skills, and Abilities: Individuals must possess the knowledge, skills, and abilities or be able to explain and demonstrate that the individual can perform the essential functions of the job, with or without reasonable accommodation, using some other combination of skills and abilities.

1. Familiarity with or sincere interest in learning about the mission of Spring Hill College and the meaning of a Jesuit education.
2. Knowledge of basic library organization and operations.
3. Commitment to providing excellent customer service.
4. Ability to communicate tactfully and effectively in both oral and written form.
5. Ability to work effectively in a team-oriented environment.
6. Knowledge of online library systems (preferably OCLC) and of software, including word processing, spreadsheet, and library databases.
7. Ability to operate modern office equipment, including computers and computer peripherals.
8. Ability to supervise and manage student workers.
9. Knowledge of undergraduate subject disciplines and their basic content.
10. Knowledge of basic bibliographic tools and research strategies.
11. Ability to learn rapidly, to access all levels of the library facility, and work independently, with minimal supervision.
12. Ability to follow oral and written instructions.
13. Knowledge of correct English usage, grammar, spelling, punctuation and of basic mathematical skills.
14. Ability to interpret and to apply office policies and procedures.
15. Ability to deal with a diverse group of students, faculty, and staff.
16. Ability to analyze unfamiliar situations and to adopt effective courses of action.
17. Ability to display tact, independent judgment and initiative in solving a variety of problems.

Qualification Standards:

*Education:* A minimum of sixty credit hours/two years of college with a significant number of courses in the liberal arts; four-year college degree highly desirable.

*Experience:* One year of working library experience. Any combination of education and experience, including supervisory experience, providing the required skill and knowledge for successful performance would be qualifying.

*Special Considerations:* This is a full-time evening and Sunday shift position. During the College's academic year (with some exceptions for breaks and holidays) scheduled hours are:

Sunday 1:30 PM - 10:00 PM

Monday - Thursday 2:30 PM - 11:00 PM

Summer Library hours and schedules are adapted to the published College schedule.

THE COLLEGE RESERVES THE RIGHT TO CHANGE, ADD, OR REASSIGN JOB DUTIES OR COMBINE POSITIONS, OR PORTIONS THEREOF, AT ANY TIME. THIS JOB DESCRIPTION IS NOT AN EMPLOYMENT AGREEMENT OR CONTRACT. AN EQUAL OPPORTUNITY EMPLOYER.