

3-4-2015

A-V/Reserves Supervisor

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Official University Job Title: Library Technical Assistant

Library Title: A-V/Reserves Supervisor

Description: (paragraph)

Processes materials for reserve use, both electronic and traditional. Provides customer service at the Circulation/Reserve Desk. Makes responsible decisions concerning administration of policies, and has significant decision-making authority to resolve patron questions concerning circulation and audiovisual and reserve policies. Consults department head or assistant department head for particularly difficult or unusual situations. Interacts with all aspects of the university community. Maintains photocopiers in the Henderson Library. Maintains audiovisual equipment. Performs general light maintenance in the Henderson Library.

Duties: (list)

Responsibility Number 1

Processes instructors' reserve materials and miscellaneous Library reserve materials for use by customers using Reserve Module of Voyager. Scans and links electronic reserve materials within copyright policy. Also uses software to print bar codes and labels as part of preparing reserve materials for checkout.

Responsibility Number 2

Works at service desk, performing all tasks that take place there. Supervises public service student assistants and other service desk staff during Desk duty hours.

Responsibility Number 3

Maintains Library photocopiers for paper and microforms, including monitoring the amount of paper and other supplies on hand. Calls authorized repair agents when necessary.

Responsibility Number 4

Maintains audiovisual equipment in the library. (VCRs, DVD players, and videotapes, etc.)

Responsibility Number 5

Performs general light building maintenance such as repairing shelves, sign holders, book trucks, etc.

The above is intended to describe the general content and requirements of the job. It is not intended to be construed as an exhaustive statement of duties.

Essential Duties & Responsibilities:

List the essential duties performed as a regular part of the job grouping related duties together in a sentence or paragraph. After listing the specific duties, estimate the percentage of time required to perform each duty, the total equaling 100%.

Essential Functions & Responsibilities (place an * next to new essential functions assigned to a job)	% of Time