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Overnight Supervisor

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Official University Job Title: Library Technical Assistant

Library Title: Overnight Supervisor

Description: (paragraph)

Provides efficient, consistent, and courteous service to library customers from midnight to 8AM weekdays. Interacts with all segments of university community. Trains and supervises one full-time staff member and two student workers. Makes responsible decisions concerning administration of policies and has significant decision-making authority to resolve customer questions. Works overnight shift of 11:30pm to 8:30am Sunday through Thursday and is senior employee for the library from midnight to 8:00am. Provides security for customers and equipment during duty hours, including enacting emergency procedures. Assists customers with computers and other equipment during duty hours on a limited basis, and refers more difficult computer assistance to day staff. Monitors status of computer network and reports problems to day staff. Keeps statistics on overnight service.

Duties: (list)

Responsibility Number 1

Provides and supervises all overnight operation of the library. Monitors exits/entrances during this non-traditional shift, including the security checkpoint system. Coordinates schedules of staff and student workers to ensure that public areas are monitored during operating hours.

Responsibility Number 2

Trains and supervises staff member. Hires and trains student employees.

Responsibility Number 3

Provides and supervises services to library patrons during shift. Assists users with computer applications, electronic databases, various software, scanners, ADA equipment, and Internet resources on a limited basis. Refers difficult questions to day shift personnel.

Responsibility Number 4

Provides reports for supervisor concerning statistics and security. Provides annual summaries including hourly usage statistics. Makes recommendations to the supervisor on changes in services or policies during the late night hours to meet user needs.

Responsibility Number 5

Ensures the Library has a neat and orderly appearance during overnight hours, and that the classrooms are ready for the next day's use. Monitors overall appearance of building.

Responsibility Number 6

Completes unusual special projects for department head, assistant department head, and Library administration which take advantage of the relatively low traffic times of this person's duty hours.

Responsibility Number 7

As person in charge during 12 midnight to 8AM, is responsible for emergency procedures during those hours. Reports unusual or dangerous situations to Library Administration and Department Head.

The above is intended to describe the general content of requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, responsibilities or requirements.

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 |
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