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Night Supervisor

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Official University Job Title: Library Technical Assistant

Library Title: Night Supervisor

Description: (paragraph)

Provides efficient, consistent, and courteous service to library customers with respect to all aspects of the circulation/reserves process, as well as other day-to-day responsibilities of the Access Services Department during duty hours. Interacts with all segments of university community. Trains and supervises full time staff member. Trains other staff when requested to by Department Head. Hires, trains, schedules, and supervises a team of student assistants. Makes responsible decisions concerning administration of policies and has significant decision-making authority to resolve customer questions regarding overdue materials, lost books, and other situations. Works evening shift from 3pm to midnight Monday through Thursday and noon to 9pm on Sunday, typically the busiest times of the week for library services. Is senior supervisor for the department after 5pm Monday through Thursday. In that capacity, is in charge of emergency procedures for the entire Library. Performs searches for missing items and updates patrons on status of searches.

Duties: (list)

Responsibility Number 1

Provides and supervises the provision of services to library customers at the Circulation/Reserves Desks. Is senior supervisor for the department 5pm to midnight Monday through Thursday and from Noon until 9pm Sundays. Makes independent decisions and resolves questions regarding lost books, overdue items, and other situations relating to the responsibilities of the Access Services Department and applies library policies equitably and consistently.

Responsibility Number 2

Hires, schedules, trains, supervises, and maintains work and pay records for student assistants. Maintains and updates training materials. Coordinates daily duties and assignments for student assistants as necessary and as the daily Access Services activities warrant.

Responsibility Number 3

Trains and supervises one full time staff person.

Responsibility Number 4

Coordinates and supervises shelving and shelf reading of books and periodicals the second floor during duty hours.

Responsibility Number 5

Searches for missing items and maintains records of their status. Contacts library patrons concerning status of the missing items.

Responsibility Number 6

Is communication liaison between department head and overnight shift staff.

Responsibility Number 7

Designs, prints, and posts signs in library for customer information as requested.

Responsibility Number 8

As senior Access Service employee, is person responsible for building related emergencies, including those requiring evacuation, after 5pm week nights and Sunday nights.

Responsibility Number 9

Trains new staff members as requested by supervisors.

The above is intended to describe the general content and requirements of the job. It is not 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
