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## Records and Supplies Supervisor, Library Assistant III

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**Official University Job Title:** Staff Assistant

**Library Title:** Records and Supplies Supervisor, Library Assistant III

**Desc.** Ensures accuracy in funds accounting for the Access Services Department of the Library, including lost book receipts, funds received from LPT 1 printing, cash and card payments for photocopies, and items sold by the Friends of the Library. Verifies and maintains all records pertaining to petty cash and lost book receipts. Stocks petty cash boxes with established amounts of funds (including coins and bills) required in each designated box or location. Makes corrections to records of borrowers and adds records for new borrowers. Maintains records for community borrowers and issues them cards. Maintains community computer user accounts. Manages departmental mailings. Places holds on the records of delinquent borrowers using the BANNER system. Orders departmental supplies and maintains supply records. Makes fund requests to pay interlibrary loan invoices. Provides customer assistance to library patrons; assists with circulation desk and reserves.

**Description:** (paragraph)

Responsibility Number 1

Ensures accuracy in funds accounting for Access Services. This includes community printing, payments for lost items, cash and card payments for photocopies, items sold by the Friends of the Library.

Responsibility Number 2

Maintains accurate borrower records, including community borrowers, and makes changes as needed.

Responsibility Number 3

Manages processes of enforcement of overdue items, including placing and removing holds on registrations, graduations, and transcripts using both Voyager library software and BANNER. Mails letters to patrons with overdue items. Also conducts yearly campaign to ask faculty to return or renew books at the end of the academic year.

Responsibility Number 4

Purchase departmental supplies and monitors supply budget.

Responsibility Number 5

Provides courteous service at Circulation/Reserves Desk. This includes checking out books, giving change, assisting with copying matters, assisting persons with disabilities. Checks out reserve materials and audiovisuals.

Responsibility Number 6

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.

3/5/15

**Duties:** (list)

**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