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Weekend Supervisor and ARC/Stacks Coordinator

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Official University Job Title: Library Technical Assistant

Library Title: Weekend Supervisor and ARC/Stacks Coordinator

Description: (paragraph)

Supervisor of the Access Services weekend crew (3 staff); coordinator of all work done in ARC (Automatic Retrieval Collection) and special projects in book and periodicals stacks. Responsible for all Access Services functions after 5 p.m. on Fridays and all day Saturday including security, closing the building, emergency procedures, making independent decisions routinely based on Library policies and procedures. In ARC, coordinates loading of new materials and auditing bins and trains all personnel in these duties. In book stacks coordinates special projects such as reading shelves, pulling materials for ARC load and shifting with input/cooperation from Access and C&RS librarians and staff.

Duties: (list)

- *Provides courteous and accurate services at the checkout desk in supervisory capacity
- *Hires, trains and supervises weekend crew while all maintain security of the building after 5pm on Fridays and all day Saturday including closing and locking up
- *On Friday evenings and all day Saturday, makes independent decisions routinely based on Library policies and procedures; requests the help of Public Safety and Facilities Services as needed
- *Performs work in ARC including first time storage of books, periodicals and government documents; audits bins; solves problems
- *Trains and supervises weekend crew and other Access staff and students on off-desk duties in ARC and stacks

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
Provides courteous & accurate service at the Checkout Desk in supervisory capacity	35%
Performs work in ARC including first time storage of items; audits bins; solves problems	25%
Hires, trains and supervises weekend crew while maintaining security of building after 5pm on Friday and all day Saturday including closing and locking up	15%
Trains and supervises weekend crew and other Access staff and students on off-desk duties in ARC and stacks	15%
In absence of Dept. Head, makes independent decisions routinely based on Library policies and procedures; requests help of Public Safety and Facilities Services as needed	10%

