

DESCRIPTION, DUTIES, & EXPECTATIONS OF POSITION

POSITION TITLE:	LIBRARY SUPERVISOR, EVENING & WEEKEND, PART-TIME
PERSONNEL CLASSIFICATION:	OFFICE SUPPORT STAFF-NONEXEMPT
DEPARTMENT:	HEWES LIBRARY
POSITION SUPERVISOR:	DIRECTOR OF THE HEWES LIBRARY
DEPARTMENT HEAD:	VICE PRESIDENT FOR ACADEMIC AFFAIRS & DEAN OF THE FACULTY

PRIMARY DUTIES: May include, but are not necessarily limited to the following:

- 1.) LIBRARY SUPERVISION & OPERATIONS - Oversight of library facilities, responsible for opening or closing of the building and ensuring safety and security of library patrons. Supervise Circulation Desk activities. Assist library users with locating materials and interpreting policies.
- 2.) STUDENT WORKERS- Oversee and direct student workers including training, assignment and review of work
- 3.) OFFICE MAINTENANCE- Perform basic service and troubleshoot equipment problems.

GENERAL AND OCCASIONAL DUTIES: May include, but are not necessarily limited to the following:

- 1.) CLERICAL SUPPORT – Provide clerical support, assistance with special projects and other duties as assigned.

GENERAL EXPECTATIONS OF POSITION: Maintain regular and timely work hours as assigned by immediate supervisor and approved by Personnel Office. Conduct is expected to be professional and courteous. Instructions and assignments are to be carried out in a manner which promotes and is consistent with the intrinsic goals of Monmouth College. Regular attendance at work as scheduled is an essential function of position.

WORK RELATIONSHIPS: Reports to the Director of the Hewes Library; works directly with other library staff and supervises student workers. Daily contact with students, staff, faculty, and public.

EDUCATION, EXPERIENCE, AND CERTIFICATION: High school diploma. Experience with library operations helpful.

SKILLS, KNOWLEDGE, AND ABILITIES: Must be able to work independently and as a team member. Must be able to work courteously and effectively in a service-oriented office. Experience with computer applications (data entry, email, word processing, etc.). All requirements are subject to change, with possible modifications made to reasonably accommodate individuals with disabilities.

ADDITIONS, AMENDMENTS, AND DELETIONS: The whole or any portion of this description may be added to, amended, or deleted at any time by the position supervisor, or the President. Prior review by the Human Resources Office should be completed in advance of such changes.

DISTRIBUTION: One (1) copy of this document will be provided to both the employee and position supervisor. An additional copy will be maintained in the employee's personnel file.