

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Circulation Services Supervisor

Preparation Date: October 20, 2015

Function of Position:

Supervises daily management of circulation services and functions, supervises student Circulation Assistants and Managers, and coordinates facility operations.

Principle Duties and Responsibilities:

1. Oversees circulation services.
 - a. Ensures the library's circulation services result in a positive user experience.
 - b. Creates and maintains efficient and appropriate circulation workflows, policies, and procedures.
 - c. Maintains fine, fee, overdue, and lost items records and submits student charges to Business Office.
 - d. Responsible for collection and stack maintenance for the library's circulating collections.
 - e. Clearly communicates relevant circulation information and updates to library staff.
 - f. Works extensively with patron records and maintains patron confidentiality as per library policies.
 - g. Compiles and reports statistic as directed.
2. Supervises student Circulation Assistants and student Circulation Managers.
 - a. Hires, trains, evaluates, disciplines, and schedules student employees who serve as Circulation Assistants and Managers.
 - b. Responsible for monthly student employment payroll and processing new hire paperwork.
 - c. Assists Student Coordinator with planning and conducting training workshops for Circulation Assistants and Managers.
 - d. Creates and maintains policies and procedures that apply to Circulation Assistants and Managers.
3. Coordinates facility operations.
 - a. Manages library room reservations.
 - b. Receives and reports facility issues.
4. Other duties beyond circulation supervision.
 - a. Assists with library operations as requested during peak activity or staff shortages.
 - b. Participates in trainings and professional development opportunities as appropriate for position.
 - c. Works weekend and evening shifts on a rotating or as needed basis.
 - d. Other duties as assigned.

Supervision:

While under the direct supervision of the College Librarian, the employee works independently, following defined objectives and procedures for best practices in library service.

Minimum Qualifications:

Bachelor's Degree or significant work experience in similar environment; strong written, verbal, interpersonal, and time-management skills. Ability to work collaboratively and maintain productive working relationships with faculty, staff, and students. Willing and able to learn library specific software. Advanced skills in the use of Microsoft Office applications, and the ability to quickly learn new technologies and software. Able to lift, shelve, and retrieve library materials and push loaded book carts.

Application Procedure:

Send letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, résumé, and contact information for three references electronically to: hr@wartburg.edu. See www.wartburg.edu for further information about the college. Screening begins immediately and continues until position is filled.