

WARTBURG COLLEGE
POSITION DESCRIPTION

Title of Position – Interlibrary Loan and Evening Supervisor

Preparation Date: February 8, 2017

Function of Position:

Responsible for interlibrary loan services and for supervising library operations during evening and Sunday hours. Responsibilities occur in the areas of reserves, circulation, reference, stack maintenance, supervising student employees, and ensuring the safety and security of the facility, collections, and the library's users.

Principle Duties and Responsibilities:

1. Oversees and ensures the provision of excellent interlibrary loan services.
 - a. Hires, trains, schedules, evaluates, and supervises interlibrary loan student employees.
 - b. Maintains efficient and effective interlibrary loan workflows, policies and procedures, and recordkeeping.
 - c. Clearly communicates relevant interlibrary loan information and updates to library staff, including requests for current materials and topics that might be considered for purchase instead of loan.
 - d. Works with patron records and maintains confidentiality as per library policies.
2. Distributes mail and oversees library shipping and receiving.
3. Serves as evening and Sunday library supervisor.
 - a. Oversees library operations during evening and Sunday hours when only staff on duty.
 - b. Oversees student Circulation Assistants and student Managers during evening and Sunday hours and assists with their training.
 - c. Assists with the management of reserve items, stack maintenance, and other circulation duties as assigned.
 - d. Answers basic reference questions and makes appropriate referrals to librarians when necessary.
 - e. Maintains the security and safety of the building and its occupants according to library policies and procedures.
4. Other duties.
 - 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. 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 library, office, or educational 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.