

WARTBURG COLLEGE

POSITION DESCRIPTION

Title of Position – Interlibrary Loan and Evening Supervisor

Preparation Date: September 2021

Function of Position:

This is a full-time twelve-month position responsible for interlibrary loan services and for supervising library operations during evening hours. Responsibilities will include reserves, circulation, reference, stack maintenance, supervising student employees, and ensuring the safety and security of the facility, collections, and the library's users.

Principal 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, including following copyright regulations as related to ILL, 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 in accordance with library policies.
2. Distributes mail and oversees library shipping and receiving, including courier delivery service.
3. Serves as evening library student employee supervisor.
 - a. Oversees library operations during Monday - Thursday evening hours.
 - b. Assists Library Student Employment Supervisor with hiring, training, scheduling, evaluating, and supervising student Circulation Assistants and student Managers.
 - 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 Library Director, the employee works independently to plan and arrange an appropriate schedule, 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, especially ALMA and Tipasa. Advanced skills in the use of Microsoft Office applications, and the ability to quickly learn other 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 cover letter, 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.