

WARTBURG COLLEGE POSITION DESCRIPTION

Title of Position – Weekend Library Supervisor (Part-time)

Preparation Date: December 14, 2018

Function of Position:

Provides supervision of library operations and library student employees during Saturday afternoon and Sunday evening hours (total of 10 hours/week). Other duties include checking that the library is properly opened/closed on the weekend as well as ensuring the safety and security of the facility and the library's occupants.

Principle Duties and Responsibilities:

1. Serves as Saturday and Sunday evening library operations supervisor.
 - a. Assures that the library is properly opened and closed during weekend hours.
 - b. Maintains the security and safety of the building and its occupants according to library policies and procedures.
 - c. Communicates with Security Office regarding any emergencies, mishaps, or hazardous situations that may arise.
 - d. Oversees the work of student Circulation Assistants and student Managers.
 - e. Assists with services such as reference questions, reserve items, stack maintenance, and other circulation duties as time and training permit, making appropriate referrals to librarians or other full-time staff when necessary.

2. Other duties.
 - a. Works with patron records and maintains confidentiality per library policies.
 - b. May assist with library operations during times of peak activity or staff shortages, as scheduling permits.
 - c. Participates in periodic staff meetings and development/training activities, as scheduling permits.

Supervision:

While under the direct supervision of the Library Director, this staff member works closely with the Library's Circulation Supervisor to independently to carry out his/her responsibilities, following defined policies and procedures for best practices in library service.

Minimum Qualifications:

Associate's Degree (or equivalent); experience working in a library, office, or educational environment; strong written, verbal, interpersonal, and time-management skills. Ability to supervise student employees, work collaboratively, and maintain productive working relationships with students, library staff, and other college employees. Good computer skills and ability to learn library-specific software. Able to lift, shelve, and retrieve library materials and push a loaded book cart.

Application Procedure:

Send a letter of interest, including a statement regarding qualities you offer within the context of the Wartburg College mission, resume, 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.