

WARTBURG COLLEGE

POSITION DESCRIPTION

Position Title: Interlibrary Loan and Evening Library Supervisor (Temporary)

Preparation Date: December 14, 2018

Function of Position:

Responsible for interlibrary loan services and for supervising library operations during afternoon and early evening hours (Sunday through Thursday). Other duties include managing reserve materials, handling circulation and reference requests, stack maintenance, and supervising student employees of the library; ensures that the safety and security of the facility and its occupants are diligently monitored.

Principle Duties and Responsibilities:

1. Oversees interlibrary loan services.
 - a. Supervises interlibrary loan student employees.
 - b. Maintains established interlibrary loan policies, workflows, and recordkeeping.
 - c. Communicates relevant interlibrary loan information and updates to library staff, including suggestions for purchasing materials that are frequently requested for loan.
 - d. Works with patron records and maintains confidentiality per library policies.
2. Distributes mail and oversees library shipping and receiving, including courier delivery service.
3. Serves as the early evening and Sunday library supervisor.
 - a. Provides staff oversight for library operations during evening and Sunday hours.
 - b. Supervises on-duty student Circulation Assistants and student Managers.
 - c. Assists with managing reserve materials, stack maintenance, and other circulation activities.
 - d. Answers basic reference questions and makes appropriate referrals to librarians when necessary.
 - e. Monitors the security and safety of the building and its occupants according to library policies and procedures.
4. Other duties.
 - a. May assist with library operations during times of peak activity or staff shortages.
 - b. Participates in periodic staff meetings and development/training activities, as scheduling permits.
 - c. Other duties as may be assigned.

Supervision:

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

Minimum Qualifications:

Associate's Degree (or equivalent); 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 and associated technologies; skilled in the use of Microsoft Office applications. 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.