

Ball State University
Position Description

Department: University Libraries

PC#: 403026

Dept Code: 12300

Salary Grade: 11 E

Position Title: Bookstacks Supervisor

Reports To: Head of Access Services

Revision Dates: 1/2000; 11/2000; 5/2005; 11/2005

Human Resources Representative: Rhonda Thomas

This description is intended to indicate the kinds of duties and level of difficulty required at this salary grade; it is not intended to limit the right of any supervisor to assign, direct and control the work of an employee under his/her supervision.

Positions Supervised: Access Services Evening Coordinator; students.

Position Function:

Supervise and coordinate work for maintaining the condition of the general collections, bound periodicals, storage items, and other collections.

Duties/Responsibilities:

1. Assign and review work, orient and train staff, and make recommendations in all areas related to supervision, including but not limited to interviewing and selection, compensation, discipline, performance appraisal, and training and career development of personnel; prepare work schedules; maintain personnel records; monitor student payroll budget, etc.
2. Manage operation and maintenance of Bracken Library's general collections and remote storage collections; includes create and monitor work assignments related to the shelving of library materials, arrangement of shelving, maintenance of bookstacks, transfer of materials, etc.
3. Evaluate condition of shelving arrangements; analyze and evaluate shelving needs and determine appropriate measures to accommodate changes in the University Libraries' collections, including major moves of the multi-floor general collections; direct and participate in physical relocation of materials including use of Range-Mover equipment as needed.
4. Create and maintain computer spreadsheets, graphics, and word processing applications; design and maintain library floor plans for the University Libraries; gather and compile unit statistics; maintain other application files as needed.
5. Ready and open facility for operation weekday mornings; establish and monitor procedures for securing library conference rooms; assist in evacuating building during fire alarms and other emergency situations.
6. Retrieve requested library material held in the off-site storage area in North Quad; includes scan for document delivery, reshelve returned material, and maintain and update the library's bound periodicals storage list.
7. Provide service to library users at the various circulation counters; provide coverage and supervision for Main Circulation in the absence of area personnel.
8. Perform other related duties as assigned.
9. Maintain regular and predictable attendance.

All of the above essential functions require varying degrees of independence, judgment, and discretion and the ability to be mobile within the office and/or work area. Requires the ability to efficiently operate a computer keyboard and programs.

Minimum Qualifications:

Education: Associate's degree or equivalent.

Experience: Over one through three years of supervisory or related experience; working knowledge of PC equipment and Microsoft Office applications; strong oral and written communication skills.

Additional Preferred Qualifications:

Education: Bachelor's degree in related area.

Experience: Over one through three years of library experience.