

Ball State University
Position Description

Department: University Libraries

PC#: 403034

Dept Code: 12300

Salary Grade: 12 E

Position Title: Periodical/Reserve/Microforms Collection Supervisor

Reports To: Head of Access Services

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

Human Resources Representative:

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: Periodical/Reserve/Microforms Coordinator, Periodical Reserve Assistant; students.

Position Function:

Supervise the personnel and direct the operations of the Periodical/Reserve/Microforms Services; provide service to patrons and manage electronic reserves.

Duties/Responsibilities:

1. Manage service and personnel of the Library's Periodical/Reserve/Microforms area; 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.
2. Provide circulation and information service to communicate reserve matters to faculty, students, staff, and other offices on campus; investigate and process reserve fine and cost appeals.
3. Direct electronic and traditional reserve service for faculty course reserves and serve as resource person for all reserve sites; monitor creation of reserve records to ensure accurate access to documents.
4. Interpret, analyze, and evaluate procedures, processes, and staffing patterns for automated reserve service and for electronic reserves; analyze and monitor reports generated by automated circulation and make recommendations for improvements and/or changes to the Head of Access Services.
5. Maintain records, databases, and statistics and produce timely and accurate reports for the Periodical/Reserve/Microforms area; monitor equipment needs and recommend additions and changes.
6. Monitor and implement the Periodical/Reserve/Microforms student wage allocation; oversee scheduling of group study rooms and dispensing of microform key to authorized personnel.
7. Perform other related duties as assigned.
8. 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: Bachelor's degree in related area.

Experience: One through three years of supervisory or related experience; working knowledge of basic Microsoft applications.

Additional Preferred Qualifications:

Education:

Experience: