

Ball State University
Position Description

Department: University Libraries

PC#: 503075

Dept Code: 12300

Salary Grade: 11 N

Position Title: Architecture Library Coordinator

Reports To: Architecture Librarian

Revision Dates: 11/2000; 8/2003; 8/2007; 5/2008

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: Students.

Position Function:

Manage daily operations of the Architecture Library; oversee reference and circulation services; act in the absence of the Architecture Librarian and the Architecture Slide Curator.

Duties/Responsibilities:

1. Interview, hire, train, and supervise students; monitor performance; schedule work hours; assign/coordinate work and special projects; issue discipline when necessary.
2. Act for the Architecture Librarian and Visual Resources Curator in their absence; assume responsibility for security and maintaining Architecture Library/Visual Resources Collection services; provide orientation and instruction for visitors and student groups.
3. Manage the daily operations of the Architecture Library; ensure in-depth references and research service is provided to library patrons concerning architecture, landscape architecture, urban planning and related fields; participate in establishing the policies and procedures for the Architecture Library.
4. Establish and coordinate traditional and electronic course reserves for faculty by identifying, locating, retrieving, scanning, and linking items to faculty/class; enter reserves into the circulation system; monitor the reserve circulation system; initiate copyright approval; maintain related copyright clearance records.
5. Oversee the processing of replacement charges for lost library materials; hear and recommend approval or denial of appeals; interpret fine and replacement policies of users.
6. Maintain library collections and oversee the addition of all new acquisitions; includes preparation for binding; receipt of new books and issues of periodicals; collection inventory; deselection of duplicated or outdated materials, and coordination of actions with Collection Resources Management staff.
7. Provide diversified support for the Architecture Librarian; gather statistical data for reports as needed; create forms; manage supply and student wage budgets; make projections and monitor student wage and supply expenditures; order, store, and safeguard supplies; write and update procedural manuals and library tutorials, web pages, etc.
8. Perform other related duties and special projects 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: Bachelor's degree or equivalent.

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

Additional Preferred Qualifications:

Education: Bachelor's degree in library science, computer science, environmental design, or related area.

Experience: One year or more of library public services experience.