

*Ball State University*  
***Position Description***

**Department:** University Libraries

**PC#:** 503076

**Dept Code:** 12300

**Salary Grade:** 10 N

**Position Title:** Music Collection Night Supervisor

**Reports To:** Access Services Evening Supervisor

**Revision Dates:** 2/2001; 3/2005; 5/2005; 11/2006; 6/2007

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 all activities in the Music Collection during night hours; assist library users, and monitor area security.

**Duties/Responsibilities:**

1. Supervise all activities associated with student workers; assist in training students in library automation systems, circulation procedures, online search strategies, and use of electronic switching system.
2. Provide music reference and general reference service in the Music Collection; provide circulation services, including regular shifts at the service counter; interpret library policies and procedures; provide library and/or university-related information.
3. Supervise mounting and/or mount requested tapes and compact discs; patch playback equipment and listening stations via electronic switching system.
4. Assist the Music Librarian with selection and purchase of recordings for the Music Collection.
5. Assist with maintenance and creation of web pages promoting the services and collections of the Music Collection.
6. Maintain music closed and general collection stacks, including supervision of systematic and timely shelving and shelf-reading.
7. Maintain professional recording and playback equipment, tapes, and facilities.
8. Serve as backup for programs and services as needed.
9. Perform other related duties as assigned.
10. 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 music.

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

**Additional Preferred Qualifications:**

**Education:** Graduate work in music.

**Experience:** Experience with web page design.