

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

**Department:** University Libraries

**PC#:** 503112

**Dept Code:** 1-31600

**Salary Grade:** 10 N

**Position Title:** Evening Circulation Supervisor

**Reports To:** Access Services Evening Supervisor

**Revision Dates:** 1/2000; 11/2000; 11/2005; 6/2007

Human Resources Representative: Rhonda Thomas

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*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:** Circulation Assistant and students.

**Position Function:**

Direct the operations of the main circulation area in the evenings and during the absence of the Circulation Supervisor.

**Duties/Responsibilities:**

1. Assign and review work, orient and train staff, and make recommendations as to interviewing and selection, performance appraisal, and discipline during weekday evenings; assume responsibilities of Main Circulation during the absence of the Circulation Supervisor.
2. Provide service to library users at Main Circulation, including checking out materials, placing recalls and holds, accepting returned materials, providing library and/or university-related information, and interpreting library policies and procedures.
3. Assist Circulation Supervisor in gathering information for fine appeals; gather and compile area statistics; design and maintain statistical spreadsheets; develop databases as needed.
4. Monitor and evaluate procedures and student staffing in the evening, and recommend changes to the Circulation Supervisor.
5. Assist in the hiring and training of new students; help revise and update student training manuals, assist in staff training sessions; and help revise and update the Circulation procedures manuals.
6. Design and maintain the Main Circulation web page and pages for library hours, borrowing privileges, fine and cost assessment, and user services as well as for Indiana Residents, and BSU alumni; monitor the Circulation e-mail account, complete requests, notify senders, and maintain reported statistics; monitor the MainCirc e-mail account, update patron records for returned/problem mail, and refer problem inquiries to appropriate area.
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:** Associate's degree or equivalent in library science or related field.

**Experience:** Over one through three years of related experience; computer skills to include knowledge of spreadsheets, word processing, the Internet, and electronic communication tools; verbal and written communication skills; working knowledge of basic Microsoft applications.

**Additional Preferred Qualifications:**

**Education:** Bachelor's degree.

**Experience:** Library and supervisory experience.