

Ball State University
Position Description

Department: University Libraries

PC#: 403033

Dept Code: 12300

Salary Grade: 12 E

Position Title: Acting Manager, Access Services

Reports To: Head of Access Services

Revision Dates: 6/2009

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: Position has operational authority and responsibility for supervising public services personnel during evening hours, including operations and personnel in the branch libraries.

Position Function:

Manage and coordinate Access Services and University Libraries' public operations during evening hours.

Duties/Responsibilities:

1. Oversee unit staff: managing personnel, handling vacation/time-off requests, staff scheduling/service desk coverage, and distributing relevant information (policy/procedure changes, security info, emergency info, etc.)
2. Handling time sheets and absence reports.
3. Supply monthly reports highlighting Access Services activities.
4. Compile Access Services monthly statistics and gate count statistics.
5. Correspond with campus constituencies, such as the Bursar's Office, regarding fine inquiries.
6. Hold regular Access Services unit meetings, as needed.
7. Handle distribution of student wages to Access Services units; assist in student assistant schedule load for each unit.
8. Coordinate Access Services supply requests; generate and submit request for unit supplies; manage Access Services supply budget.
9. Handle fine appeals (2nd level).
10. Perform other related duties as assigned.
11. 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 in related area.

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

Additional Preferred Qualifications:

Education: Education beyond bachelor's degree in related area.

Experience: Over three years of library supervisory experience.