

## LIBRARY SERVICES SUPERVISOR

### **Function of Job:**

Under broad supervision from a designated supervisor and with a focus on continuous improvement and customer service, to perform moderately complex library work which requires a broad functional knowledge of library systems, standards, policies and procedures and which frequently entails the exercise of independent judgment within established guidelines.

### **Characteristic Duties and Responsibilities:**

1. Provide information about library policies and procedures, including applicable state/federal laws and regulations, and general directional information regarding locations of library materials; answer routine inquiries from students, faculty, staff, and the public; assist students, faculty, staff, and the public in locating information, which may involve the conducting of searches and corresponding research, and acting as liaison with outside organizations, groups, or constituencies.
2. Perform, maintain and/or monitor data input and output and maintenance functions of the library's automated systems, such as creating temporary records, editing items; loading and/or checking bibliographic, authority, patron or invoice files; generating notices or reports from the system, reviewing or verifying data, processing regular overdue and billing notices, maintaining statistics and preparing reports.
3. Respond to basic, general reference inquiries requiring working knowledge and ability to instruct patrons and staff in usage of sources and indexes.
4. Maintain, review, update, and revise library information such as shelf lists, checklists, directories, records, training manuals, and information retrieval systems, as applicable; complete data bases, do routine verification of bibliographical references and identify and process library materials.
5. Contact vendors or other suppliers to discuss and order library materials and maintain appropriate records and statistics and handle cash, billing and invoices, as required.
6. Maintain continuation orders: order, cancel, claim, contact vendors, handle invoices.
7. Maintain authority file; add new authority records.
8. Perform cataloging of materials for which there is available copy and basic original cataloging of a variety of materials, including special collections, utilizing computer terminal for searching, evaluation and input of data.
9. Process and distribute a variety of library materials which might include transporting library materials among various locations; prepare materials for circulation; issue and reserve books; identify, verify, review and process interlibrary loan requests; make determinations concerning mending, binding, and shelving of books, periodicals, documents and/or other library materials and obtain reserve material, as required.
10. Supervise use and circulation of materials and/or collection maintenance, which includes shelving and shelf reading as assigned.
11. Supervise, hire, train, schedule, assign duties, and evaluate student assistants and/or staff within department, unit, or branch library as assigned.
12. Organize and maintain specific library collection as assigned, including necessary physical upkeep and storage procedures, detailed inventory lists and bibliographies, preparation of related cards/records, and search and retrieval of data as needed.
13. Utilize retrieval programs for compilation and analysis of data for more effective use of available information.
14. Repair library materials; organize and prepare materials for commercial and library binding.
15. Operate and perform routine maintenance on library equipment and maintain inventory records and other library files.
16. Responsible for library/library unit during evening hours or on weekends, as assigned.

17. Maintain bookkeeping procedures for assigned accounts, including verification procedures, daily statistics, as required, and reports.
18. Assist supervisor in implementing policies and procedures applicable to assigned work unit, recommend new work routines, and provide back-up for other staff as needed.
19. Maintain confidentiality in communicating sensitive information and in handling confidential materials.
20. Perform other related duties, as assigned.

**Minimum Acceptable Qualifications:**

1. Associate's degree and three years of library work experience, or any combination of higher education and related work experience equal to five years.
2. Supervisory, written and oral communication skills.
3. Keyboarding skills and computer skills such as word processing, e-mail, internet, spreadsheets, database management and software applications as required by department.
4. Ability to perform detailed work with accuracy and/or public service experience.
5. Ability to establish and maintain effective working relationships with faculty, staff, students and the general public.

**Additional Desirable Qualifications:**

1. Additional higher education, library work experience, and/or related work experience.
2. Experience in a college/university library.

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System Approval

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Effective Date

**This document is a generic classification specification of the University System of New Hampshire. Its purpose is to describe the representative responsibilities and general level of complexity, and it is not a substitute for the specific job description of the individual position.**

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