



JOB DESCRIPTION

POSITION TITLE: Circulation Desk Supervisor

DEPARTMENT: Director of Library Services

SUPERVISOR: Gary Erickson/Russell Faubert

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Urshan College and Graduate School of Theology are seeking to hire a Library Circulation Supervisor. The Urshan Library services both the undergraduate and graduate school with various research needs and study environments. Under the direction of the Library Director, the Circulation Supervisor oversees the day-to-day operations of Circulation Services. The principal role of the Circulation Supervisor is to operate and supervise the library circulation desk. This entails performing a variety of tasks including the circulation of materials, managing overdue notices and the collection of fines. The Circulation Supervisor also controls and accounts for all printing and copying operations within the library; control and operation of the computer lab; provide reference assistance to all patrons as needed. The Circulation Supervisor will also supervise and train circulation desk clerks, The Circulation Supervisor will assist the director with all material acquisitions. This is a full-time position.

DUTIES AND RESPONSIBILITIES

- Use Destiny library management system to circulate materials to library users including checking materials in and out, renewing books, entering new patron records, and collecting fines and fees.
- Manage the library's reserve collection and audio/visual equipment.
- Supervise, schedule and train student assistants.
- Provide patrons with library information, assistance in locating materials, technical support in using library management system and guidance on special information needs.
- Generate circulation reports including fines and patron overdue lists for the purpose of library documentation and statistics.
- Make of use of Follett customer support when troubleshooting with Destiny software.
- Maintain log of fines and overdue books and send out appropriate notices.
- Ensure materials are re-shelved expeditiously and correctly.
- Order and maintain library supplies.
- Serve on Joint Library Committee.
 - Prepare minutes for Library Committee meetings.
- Assist library director with general clerical tasks as assigned.
- Manage library in library director's absence.

QUALIFICATIONS

- Master's degree in Library Science from an American Library Association accredited institution or a Bachelor's degree in Library Science, Business Administration or a related field (relevant experience may substitute for the degree requirement).
- The candidate must have an excellent knowledge of computers including Microsoft Office software and the use of library systems or experience with the use of other management systems. A familiarity with Library of Congress classification system is essential. Baccalaureate degree and library experience preferred.
- The successful candidate must also demonstrate a willingness to support the mission of Urshan College and Graduate School of Theology: to educate, empower, and equip Apostolics for life and servant-leadership in the church and the world; to provide training, development, advanced studies, and a research center for men and women of the apostolic faith worldwide to further them for Christian service.