

**Sul Ross State University
Position Description**

Official Title: Operations Supervisor, Library

Salary Group: \$37,000 **Job Code** 3008

Summary

This position manages Library Circulation department, including hiring, training, supervising, and evaluating Circulation and Administrative student workers, and the general operations of the Library building, including scheduling and coordinating maintenance. This position also manages non-librarian staff members.

Duties

- Hire, train and evaluate student assistants in Circulation
- Develop weekly schedule each semester; supervise the Circulation department
- Coordinate all employment for the library; create all the Library's employee authorization forms and perform other employee record keeping
- Manage overdue and lost or damaged book fines and fees
- Maintain course reserves database
- Place Banner holds for checked out materials
- Manage stacks maintenance and other circulation projects
- Maintain Community Borrower and TexShare user records and renewals
- Generate and write reports from automated library system
- Coordinate scheduling under Library's maintenance contracts for copiers, microform readers, security system, and printers
- Coordinate for building maintenance and repair.
- Reconcile cash register, fines, lost book, change machine, and public use copiers' cash collections.
- Tabulate complex statistical information on Library
- Perform other duties specific to the division as assigned.
- Other duties as assigned.

Supervision

Received: Broad instructions on policy and procedure from Library Dean

Given: Supervises and trains Circulation student workers, as well as non-librarian staff members

Equipment/Skills

Required: Ability to supervise student workers; interact courteously with public; prepare statistics, documents and spreadsheets using standard office software; knowledge of accounting principles; ability to track inventory; reliable; able to work as a team member on most tasks of job. Self-directed, ability to prioritize tasks

Preferred: Integrated Library Systems knowledge, preferably SirsiDynix Symphony

Education and Experience

Required Education: Bachelor's degree

Preferred Education:

Required Experience: Five years related office experience, including two years supervisory experience

Preferred Experience: Experience supervising college/college-age students and staff