

University of Houston – Clear Lake

Position Description

Job Title: **Supervisor, Circulation**

Job Code: **5425**

Pay Grade: **150**

FSLA: **NE**

Location: **UHCL**

Retirement Program: **TRS**

QUALIFICATIONS

| | REQUIRED | PREFERRED |
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| Education | Bachelor's degree or equivalent combination of education and relevant experience. | Bachelor's degree and two years relevant library experience |
| Experience | Four years library experience or equivalent combination of education and relevant work experience. | One or more years experience with an automated library catalog in an academic library environment. One or more years of supervisor experience. |
| License/Certification | | Excellent knowledge of and proficiency in Microsoft Word, Excel and PowerPoint. |

This position may be security sensitive requiring a background check of the final candidate.

POSITION SUMMARY

This Circulation Office Supervisor position manages the day-to-day operations of the circulation unit, overseeing, coordinating, and prioritizing workflow. This position is responsible for the direct supervision and evaluation of 4.5 FTE staff members. This position has a significant role in the hiring and training of 5.5 FTE student workers and is responsible for their supervision. This position works closely with the Access Services Librarian and oversees timekeeping, performs yearly performance assessments, and makes merit and reclassification recommendations for circulation unit employees. In conjunction with the Access Services Librarian, this position suggests procedural changes and provides for appropriate training and development for the circulation staff and student workers. This position is the primary line of contact for outsourcing vendors, and is responsible for the inhouse maintenance of copier and microfilm reader machines. The incumbent should have mastery of all operations of the circulation unit, provide training, cross-training, and back-up for each operation including providing backup for the library's change fund operations and electronic reserves. This position is responsible for management and update of Circulation procedures and associated printed and electronic manuals for the Circulation unit. This position is responsible for producing, maintaining, and reporting circulation-related statistics related to the Associate Director for Public Services. In accordance with system-mandates and audit to ensure that employees are aware of current departmental and unit procedures and guidelines, the office supervisor is responsible for ensuring that the unit's procedures are kept current and that staff are aware of them. This position is also tasked with reserves adherence to Copyright Laws.

Duties and responsibilities

% Time

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| Oversee, manage, and adjust the circulation unit workflow, including supervising and evaluating assigned circulation employees. Supervise, assist, direct, and train student workers. | 65 |
| Manage and coordinate the training of new staff and keep current staff up to date with office and procedural changes and advances within the field. Oversee and participate in the hiring process of circulation staff and student workers. Exhibit specialized knowledge of machine operations, manuals, and instructions from vendors in order to troubleshoot problems or schedule service calls for copiers and microform machines. Act as liaison between machine contractors and library. Ensure that staff and student techs are trained on these machines. | 15 |
| Coordinate procedural tasks and with Access Services Librarian, write, amend, and participate in | 10 |

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| training and cross-training of circulation staff in these procedures. | |
| Coordinate and manage circulation-specific forms (designing, tracking, and ordering) and create and enter bibliographic and item records into the III system using the Circulation subsystem. Be responsible for all circulation duties, when necessary, one evening a week and one weekend day in a month (includes opening and closing). Other duties and special projects as assigned. | 10 |

This position description describes the general qualifications, duties and responsibilities of work being performed.