

**JOB INFORMATION**

Effective Date	1/9/2023
Job Code:	5425
Job Title:	Supv, Circulation Services
Salary Grade/Structure:	150 - Support Staff
Career Level Name:	
FLSA Name:	Non-Exempt
EEO Code:	10-Exec, Admin, Mgmt
Job Function:	Library
Job Family:	Library
Job Summary	The Library Circulation Services Supervisor manages the day-to-day operations of the circulation department by assigning and prioritizing tasks and overseeing workflow. Supervises evaluates and oversees the training of two Library Associates and ten to twelve student techs. Responsible for management and updates of circulation procedures and other written documentation for the department. Works closely with the Access Services and Delivery Coordinator in assessing the effectiveness of circulation services and suggesting changes to policies and procedures.

**COMPETENCIES**

Competencies

Please refer to the UHCL Human Resources webpage for UHCL core competencies for all eligible job levels.

**QUALIFICATIONS**

Education

Education Level	Education Details	Required/Preferred	
Bachelor's Degree	Bachelor's degree or equivalent combination of education and relevant experience.		

Work Experience

Experience	Experience Details	Required/Preferred	
Considerable	Minimum six years of progressive library experience.	Required	
Some	Minimum three years' progressive experience using an automated library catalog in a higher education setting	Preferred	
Less than 3 yrs	Minimum one-year progressive Supervisory experience.	Required	

## Licenses and Certifications

Licenses/Certifications	Licenses/Certification Details	Time Frame	Required/Preferred	
-------------------------	--------------------------------	------------	--------------------	--

## Knowledge, Skills and Abilities

KSAs	Proficiency
<ul style="list-style-type: none"> <li>Ability to communicate clearly and effectively both orally and in writing with subordinates, supervisors, university students and staff, and community users.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Extensive working knowledge of Alma (integrated library system) in order to answer patron questions and locate information.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Strong computer and data entry skills, particularly in the use of Microsoft Office (spreadsheets, word processing).</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Excellent leadership, interpersonal, and problem-solving skills. Ability to resolve complaints from library patrons with tact and diplomacy.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Ability to organize and prioritize tasks, meet deadlines, and handle interruptions.</li> </ul>	Basic
<ul style="list-style-type: none"> <li>Ability to handle detailed work with a high degree of accuracy, and train others effectively.</li> </ul>	Basic

## JOB RESPONSIBILITIES

Campus Security Authority

Remote Work Capable

## Essential Functions

Essential Function	% TIME
<ul style="list-style-type: none"> <li>Oversees, organizes, and prioritizes circulation department operations, assigns duties to circulation staff. Creates weekly circulation department schedules for staff, student employees, and circulation desk coverage. Consults with Access Services Coordinator as necessary communicates the needs of the circulation department and recommends modifications of circulation policies.</li> </ul>	50%
<ul style="list-style-type: none"> <li>Performs all circulation desk duties including checking in and out materials, using the library's automated patron database/catalog system (Alma), maintaining patron records, and explaining library circulation policies to patrons.</li> </ul>	20%
<ul style="list-style-type: none"> <li>Maintains searchable files of circulation services procedures for use by library staff.</li> </ul>	10%
<ul style="list-style-type: none"> <li>Manages weekly timesheets for circulation staff and student employees. Approves submitted time and absence requests, resolves timekeeping issues.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Makes decisions involving interpretations of library circulation policies and resolves issues directly with library patrons in a friendly and effective manner.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Oversees collection of circulation statistics, including monthly borrowing activity, desk transactions, gate count, etc.</li> </ul>	5%
<ul style="list-style-type: none"> <li>Performs all other duties as assigned</li> </ul>	5%

## PRE-EMPLOYMENT

MVR:	No
Criminal History:	Yes
Physical Exam:	No
Hearing Exam:	No
Pulmonary Function Test:	No

## PHYSICAL DEMANDS/WORKING CONDITIONS

Office and Administrative Support

### Physical Demands

Physical Demand	N/A	Rarely	Occasionally	Frequently	Constantly	Weight
Standing			X			
Walking			X			
Sitting					X	
Lifting		X				
Carrying		X				
Pushing		X				
Pulling		X				
Climbing		X				
Balancing		X				
Stooping		X				
Kneeling		X				
Crouching		X				
Crawling		X				
Reaching		X				
Handling			X			
Grasping			X			
Feeling		X				
Talking					X	
Hearing					X	
Repetitive Motions				X		
Eye/Hand/Foot Coordination				X		

### Working Environment

Working Condition	N/A	Rarely	Occasionally	Frequently	Constantly
Extreme cold		X			
Extreme heat		X			
Humidity		X			
Wet		X			
Noise			X		
Hazards		X			
Temperature Change		X			
Atmospheric Conditions		X			
Vibration		X			

### Travel Requirements

Estimated Amount	Brief Description