DATE: June 13, 2006

TO: All Library Departments

FROM: Janet Parsch
Director for Organizational Development

SUBJECT: Position Vacancy (PSB 1934)

The following information is provided to all employees who may wish to apply for a position soon to be available in the library.

TITLE: Library Supervisor I

HOURS: 8:00 A.M. - 4:30 P.M.
Monday - Friday

DEPARTMENT: Fine Arts Library

SALARY: $23,428

DATE AVAILABLE: Three days from in-house posting

INTERVIEWS BY: Call Norma Johnson, Head, Fine Arts Library, at 575-3498, Fine Arts 104, to make an appointment for an interview.

MINIMUM QUALIFICATIONS: The formal education equivalent of a bachelor’s degree in library sciences or related field; plus two years experience in library services. Other job-related and/or education may be substituted for all or part of the basic requirements upon the approval of the Qualifications Review Committee.

PREFERRED QUALIFICATIONS: One year of supervisory experience. Familiarity with library computer systems—Innovative Interfaces Millennium system preferred. Strong public service orientation and excellent interpersonal communication skills. Ability to work well in a diverse environment.

DESCRIPTION: This position assists in the management and operation of the Fine Arts Library. Responsibilities include: oversight of the library’s circulation desk and public service activities, supervision of the Library Academic Technician III, and the extra-help employees that provide service at the desk. Hires, trains, schedules, and evaluates the LAT III and 12-14 extra-help employees. Monitors extra-help wages budget assigned to the branch. Provides public service assistance to patrons. Maintains the stacks areas, the facility, and is responsible for overall operations of the library in the absence of the librarian. Reports to Head, Fine Arts Library.