

Library Night Supervisor Position Description

Position Title: Library Night Supervisor (Part-time 13-22 hrs./wk.)

Brief Description: The Night Supervisor is the staff member in charge for the hours of 4:30 pm – 12:00 am, when classes are in session. Duties include monitoring all three floors to maintain an atmosphere for study and to provide basic library assistance for students.

Minimum Education Required: High School. Preferred: College degree.

Experience Required: Some library work experience preferred. Successful public service experience required.

Reports to: Library Director

Supervises: 2-4 student workers

Skills needed: Excellent interpersonal skills, commitment to service. Attention to detail. Self-starter, self-directed. Ability to manage multiple tasks. Superior oral communication skills and supervisory skills.

The Night Library Supervisor has the responsibility to:

- Answer directional questions, and assist patrons with locating and circulating library materials, and accessing electronic resources.
- Assist patrons with library equipment including printers, computers, photocopiers and fax.
- Supervise student workers and staff service desks as needed.
- Troubleshoot library equipment issues.
- Perform library closing procedures.
- Enforce library policies.
- Monitor building for statistics and security purposes.
- Other duties as assigned.