

## **LIBRARY INFO SPECIALIST/ EVENING SUPERVISOR -- Job ID# 32080**

The University Libraries have an immediate opening for a .75 FTE Library Information Specialist /Evening Supervisor for the Journalism Library.

### **Job Description**

#### Patron Services

- Provide patron assistance for a diverse group of users, including answering patron/public questions about equipment, books, and library services.
- Assist students, faculty, and visitors via phone, email and in person in locating books and locating materials in print and online sources.

#### Evening Supervisor

- Supervise the circulation/reserve/multimedia desk.
- Clear the hold-shelf and make sure hold shelf has accurate holdings for patrons.
- Keep equipment organized, inventoried, charged, and in working order.
- Assist in the hiring, functional supervision and training of student workers in the use of Sierra circulation system, multimedia equipment, online catalog, academic databases, how to assist patrons with great customer service attitudes.
- Assist other Library Information Specialist and Senior Library Specialist with collection maintenance, regular reserves, E-Reserves and special projects.
- Monitor and add to social media conversations and announcements during evening hours.

#### Open and Close the Library

- Open the library on Sundays. Opening duties include: taking turnstile gate count and monitoring study room supplies.
- Close the library on a regular basis. Nightly closing duties include: cleaning all tables in the library, putting charged equipment away, filling printers with paper.
- Ensure the library is secure before leaving.

#### Other Duties

- Gather monthly statistics and add to public services database.
- Serve as Journalism School evening building coordinator, reporting any building issues and/or emergencies.
- Other duties and projects as assigned.

### **Nature of Work:**

- Performs technical, public service and administrative duties within a library setting. Responsibilities include, circulation, reserve, reference and statistics.
- Understands how tasks/activities relate to others on the team and how the team integrates with other related, similar teams
- Organizes and completes structured assignments according to priorities
- Performs moderately complex tasks in the area(s) of statistics, circulation, reserve, collection management, and promotional materials.
- Provides solutions to problems in situations that are atypical or that occur infrequently

- Evaluates and selects solutions from established options/procedures Impacts own team through the quality of the services or information provided
- Communicates through the regular exchange of information, ranging from routine to complex
- Works with others in team to develop and deliver materials to external constituents

### **Salary**

\$13.27/hour plus and evening shift differential that applies except during winter, spring, and summer breaks. This is a part-time position FTE=0.75 / 30 hours per week.

Grade: GGS-006

University Title: Library Information Specialist

Internal applicants can determine their current grade and university title by accessing the Job Information page through the Additional Employee Info tile in myHR.

### **Shift**

Monday - Thursday, generally 3pm-10pm, and Sunday 6:00pm-10:00pm. A half hour unpaid lunch break on Monday - Thursday evening shifts. Hours vary during Winter, Spring, and Summer Breaks and shift differential may not apply during these breaks.

### **Minimum Qualifications**

A high school diploma and at least 2 years of experience from which comparable knowledge and skills can be acquired is necessary.

### **Preferred Qualifications**

- Working knowledge and ability to learn various software, hardware and multimedia equipment.
- Have excellent customer service skills.
- Be highly self-motivated, dependable, responsible, and possess great teamwork, excellent problem solving and interpersonal skills.
- Previous supervisory experience is preferred.
- Should be able to work independently and demonstrate excellent decision-making skills.

### **Application Materials**

Apply online at <https://hrs.missouri.edu/find-a-job/staff> with Job ID 32080. Please include a cover letter and resume.

### **Benefit Eligibility**

This position is eligible for University benefits. The University offers a comprehensive benefits package, including medical, dental and vision plans, retirement, paid time off, and educational fee discounts. For additional information on University benefits, please visit the Faculty & Staff Benefits website at <http://www.umsystem.edu/totalrewards/benefits>

### **Diversity Commitment**

The University of Missouri is fully committed to achieving the goal of a diverse and inclusive academic community of faculty, staff and students. We seek individuals who are committed to this goal and our core campus values of respect, responsibility, discovery and excellence.

## **Equal Employment Opportunity**

Equal Opportunity is and shall be provided for all employees and applicants for employment on the basis of their demonstrated ability and competence without unlawful discrimination on the basis of their race, color, national origin, ancestry, religion, sex, pregnancy, sexual orientation, gender identity, gender expression, age, disability, protected veteran status, or any other status protected by applicable state or federal law. This policy shall not be interpreted in such a manner as to violate the legal rights of religious organizations or the recruiting rights of military organizations associated with the Armed Forces or the Department of Homeland Security of the United States of America. For more information, call the Vice Chancellor of Human Resource Services/Affirmative Action officer at 573-882-4256.

To request ADA accommodations, please call the Disability Inclusion and ADA Compliance Manager at 573-884-7278.

## **EEO IS THE LAW**

To read more about Equal Employment Opportunity (EEO) please use the following links:

- EEO is the Law [English Version](#)
- EEO is the Law [Spanish Version](#)
- EEO is the Law [Chinese Version](#)