**Definition of Class**
This is a professional supervisory position in which the incumbent coordinates the physical operational functions of the library and oversees the operations and staff of library circulation. Incumbent assists in both short and long term planning, supervising students and support staff and managing the personnel operations of assigned area.

**Examples of Work Performed**
- Supervises the maintenance of administrative records to ensure compliance with federal, state and University statutes, policies, and procedures.
- Responsible for operation of circulation department during all library operating hours.
- Supervises circulation management operations ensuring the effective and efficient operation of the circulation, interlibrary loan, reserve, and shelving functions in the library.
- Prepares reports and analyses data reflecting progress, adverse trends, and appropriate recommendations and/or conclusions.
- Troubleshoots and resolves problems/complaints from faculty, staff, students and the general public.
- Participates in departmental planning and forecasts future growth for department.
- Coordinates and participates in the routine administrative functions of the department or unit; interfaces with University departments, external agencies, general public, and representatives of consultant groups in coordinating of administrative functions.
- Assists in the planning, development and implementation of operating policies and procedures.
- Recruits, hires, trains, schedules, and evaluates employees, including support staff and student employees.
- Acts as building mayor, supervising building maintenance and security. Submits maintenance requests to appropriate department and follows through to ensure that requests are addressed in a timely manner. Available on weekends for emergency call.
- Supervises stack maintenance, operations such as shelving, shifting, and identifying items for repair/preservation. Maintains inventories of equipment, furniture and supplies.
- Performs related or similar duties as required or assigned.

**Essential Functions**
These essential functions include, but are not limited to, the following. Additional essential functions may be identified and included by the hiring Department.

1. Coordinates and participates in routine and non routine administrative functions.
2. Assists in the development, implementation, and assessment of short and long-term departmental goals.
3. Prepares reports and analyses.
4. Supervises the operations and staff of the circulation department.

5. Supervises building maintenance, security, and growth.

**Minimum Qualifications**

These minimum qualifications have been agreed upon by Subject Matter Experts (SMEs) in this job class and are based upon a job analysis and the essential functions. However, if a candidate believes he/she is qualified for the job although he/she does not have the minimum qualifications set forth below, he/she may request special consideration through substitution of related education and experience, demonstrating the ability to perform the essential functions of the position. Any request to substitute related education or experience for minimum qualifications must be addressed to the University of Mississippi's Human Resource Department in writing, identifying the related education and experience which demonstrates the candidate's ability to perform all essential functions of the position.

**Physical Requirements:** These physical requirements are not exhaustive, and additional job related physical requirements may be added to these by individual agencies on an as needed basis. Corrective devices may be used to meet physical requirements.

- **Physical Exertion:** The incumbent may be required to lift up to approximately 25 pounds.
- **Vision:** Requirements of this job include close vision.
- **Speaking/Hearing:** Ability to give and receive information through speaking and listening.
- **Motor Coordination:** While performing the duties of this job, the incumbent is regularly required to sit. The incumbent is occasionally required to stand; use hands to finger, handle or feel objects; and reach with hands and arms.

**Experience/Educational Requirements:**

- **Education:**
  Bachelors Degree from an accredited four year college or university.

  AND

- **Experience:**
  Two (2) years of experience related to the above described duties.

- **Substitution Statement:**
  Related experience may be substituted for education, on a basis set forth and approved by the Department of Human Resources.

**Interview Requirements**

Any candidate who is called for an interview must notify the Human Resource Department in writing of any reasonable accommodation needed prior to the date of the interview.

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*The University of Mississippi is an EOE/AA/Minorities/Females/Vet/Disability/Sexual Orientation/Gender Identity/Title VI/Title VII/Title IX/504/ADA/ADEA employer.*

The University complies with all applicable laws regarding equal opportunity and affirmative action and does not unlawfully discriminate against any employee or applicant for employment based upon race, color, gender, sex, sexual orientation, gender identity or expression, religion, national origin, age, disability, veteran status, or genetic information. The University of Mississippi is an “at will” employer. This job description does not constitute an employment contract or negate “at will” employment.