

NORTHERN SEMINARY POSITION OPENING

Position Title: Library Supervisor
Department: Brimson Grow Library

Status: Exempt
Reports to: Vice President for Academic Affairs

Position Summary: The Library Supervisor is responsible for the administration and management of the Brimson Grow Library, including the supervision of part time staff and the support of the Integrated Library System (ILS), which is coordinated with CARLI support staff at the University of Illinois.

Knowledge and Skills: This position requires someone with strong organizational skills and the ability to supervise multiple part time staff. Strong interpersonal skills are needed for communication with faculty, other campus personnel, and regional consortia. The Library Supervisor must be comfortable working with MARC format, OCLC software, Microsoft Office, and a library ILS. The Library Supervisor is expected to participate in both formal and informal classroom instruction.

Education and Work Experience: ALA-accredited Library Degree, or, a contractual agreement to complete an ALA-accredited Library Degree. At least two years prior experience working in an academic library with demonstrated supervisory capabilities.

Working Conditions and Physical Requirements: Work is generally performed within an office environment, with standard office equipment available. Physical requirements include the ability to sit, kneel, crouch, bend, and routinely lift up to 25 pounds. Visual acuity, hand-eye coordination and motor skills sufficient to use a computer, copy machine and other office equipment.

Duties and Responsibilities:

- Ensure the provision of library services to students, faculty, staff and community members.
- Serve as the designated liaison for all issues related to CARLI I-Share including the routine upgrading of the ILS clients.
- Ensure the availability of remote access to Library resources by registered users.
- Develop and assess library policies in consultation with the Vice President for Academic Affairs, the faculty, and other campus departments as appropriate.
- Represent the Library at regularly scheduled faculty meetings.
- Supervise part time library staff and provide for adequate training for library staff.
- Prepare the annual library budget and monitor the fiscal activity of the Library.
- Select and deselect library materials in accord with the approved Collection Development Policy.
- Nurture network relationships with CARLI, ACTS, CATLA, ATLA and DLS and with other mutually beneficial networks and represent the Library at meetings of these organizations.

Other reasonably related duties and administrative responsibilities may be assigned. As an exempt employee you may be required to work hours other than your regular schedule.

Equal Opportunity Employer/Statement of Faith:

- Northern Seminary is an equal opportunity employer and welcomes applications from diverse candidates.
- Northern Seminary seeks candidates that are dedicated followers of Christ and have a sincere desire to be an integral part of the mission of the Seminary.

Applicants should email a cover letter and resume to Christie Linsner at clinsner@seminary.edu. Please see our website for additional information about the Seminary at www.seminary.edu.