



Position Title:	Administrative Supervisor		
Reports To:	Library Director		
Department:	Learning Resources	Job Code:	4110-06
Prepared By/Date:	Martha Arrieta/01/31/2011	Job Group:	SNE
Approved By/Date:	Manuel Perez/02/07/2011	Salary Grade:	11
Revised:	Martha Arrieta/02/07/2011	FLSA Status:	Non-Exempt

Summary:

The Administrative Supervisor, Information Commons coordinates the provision of administrative services for the information Commons. Provides support services to the Director of the Information Commons for the operation of the Library, academic labs, and computer courtyard.

Essential Duties and Responsibilities:

- Prepares payroll, department requisitions
- Hires, schedules, supervises and evaluates all part-time support staff and student assistants for library to meet the needs of students, faculty, and staff
- Provides administrative, purchasing, and clerical support for all Information Common services
- Performs vendor relations activities; secures quotes from vendors
- Processes invoices and prepares reports
- Serves as the coordinator of library public services
- Assists in the support of all current library and lab services to meet the needs of students, faculty and staff
- Performs other duties as assigned

Knowledge, Skills and Abilities:

- Must possess good organizational, verbal, and problem solving skills
- Knowledge of the terminology, content and classification of library materials.
- Knowledge of Microsoft Office software applications.
- Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- Ability to follow oral and written instructions.
- Ability to write routine reports and correspondence.
- Ability to maintain effective interpersonal relations with students, faculty and administration.
- Ability to work in a multi-ethnic and multi-cultural environment with students, faculty and staff.
- Must display initiative and ability to work with minimal supervision

Work Environment:

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job.

While performing the duties of this job, the noise level in the work environment is usually quiet.

Physical Demands:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

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While performing the duties of this job, the employee is frequently required to sit and reach with hands and arms. The employee is regularly required to use hands to finger, handle, or feel objects, tools, or controls and talk or hear. The employee is occasionally required to stand and walk.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception, and the ability to adjust focus.

Essential Personnel:

Non-Essential

Minimum Requirements:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.

- Associate's degree in a related field from a regionally accredited institution and four (4) years related experience and/or training, or the equivalent combination of education and experience

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name