



**Position: Support Services Supervisor, Part-time**

**Job Duties:**

- Reports to Head of Support Services
- Assists in supervising the Support Services Department and staff in the absence of the Department Head; assists with staff training, staff scheduling and timecards.
- Performs duties related to all holds and requests.
- Responsible for the overall orderliness of the Library's collections and display areas; coordinates the shelving of all items; assists with hiring, training and supervising of Support Services Clerks and Library Shelves.
- Assists in developing policies and procedures; assists staff with problem solving.
- Performs acquisitions duties, cataloging, MARC record maintenance and materials processing as assigned

**Job Requirements:**

- High school diploma or equivalent; Associates Degree preferred.
- Previous library experience, minimum two years; one year supervisory experience preferred.
- Knowledge of alphabetical, numerical, and decimal systems of arrangement
- Supervises the opening and closing procedures for the Support Services Department.
- Performs workroom duties and other tasks as assigned, including shelf reading, processing holds, returns and other materials from delivery, materials processing and maintenance.
- Adapts and responds to multiple priorities, interruptions and demands, and resolves problem situations in a positive manner.
- Works positively and collaboratively across departments to accomplish department goals.
- Strong verbal, written, and interpersonal communication skills in English.
- Enthusiastic, self-motivated, energetic, flexible, friendly and approachable.
- Physical mobility, vision, hearing and manual dexterity essential.
- Maintain physical condition necessary for sitting, standing, bending, and /or walking for extended periods of time; stooping; crouching; reaching; carrying books or boxes of books; pushing book carts; seeing; keyboarding; using the telephone; lifting, pushing, pulling or carrying objects weighing up to 50 pounds; push or pull with wheeled cart up to 500 pounds; operating assigned equipment; picking up litter; spreading ice melt.

**Hours:** 17 hours per week

- Sunday, 11 a.m. – 6 p.m. (beginning September 3; August training hours will vary due to Sunday closure)
- Wednesday, 9 a.m. – 2 p.m.
- Thursday, 9 a.m. – 2 p.m.

**Salary:** \$12.73 per hour

**Benefits:** None

**Application:**

- Resume, cover letter and application required
- Available at <http://www.novilibrary.org/AboutUs/Employment.asp>
- Send to: Marcia Dominick, Administrative Assistant  
Novi Public Library  
45255 W. Ten Mile Rd.  
Novi, MI 48375
- E-mail: [mdominick@novilibrary.org](mailto:mdominick@novilibrary.org)

**Deadline:** Wednesday, July 24, 2013, 5 p.m.