**Title:** Senior Library Associate Supervisor

**Pay Scale Group:** 14

**Essential Function**

Under general supervision from a designated administrator, supervise and administer a major library unit or departmental library.

**Characteristic Duties**

Supervise and administer a major library unit or departmental library.

Assist in the development and implementation of new operating policies and procedures.

Interview, select and evaluate support staff.

Coordinate operational activities of a major library unit with other library and University departments or external agencies.

Assist in the planning and development of educational programming related to library services for patrons and staff, including external institutions.

Serve as bibliographer to faculty in departmental library positions.

Develop budget request and written narrative for submission to appropriate administrator.

Assign work; ensure proper workflow of the unit; act as lead worker.

Perform related duties based on departmental need.

**Minimum Qualifications**

Bachelor's degree with three (3) years experience; -OR- Associate's degree with five (5) years experience; -OR- seven (7) years experience. Experience must be in customer service-focused library services using an integrated library system. Experience must include at least one (1) year supervision.